

# KING EDWARD VII SCHOOL POLICY



## Student and Parent Acceptable Use Policy for ICT

### Document Adopted by Governing Board

Date: September 2023

Signed (Chair):

Print Name: Peter Dickson

Leadership Team Responsibility: Linda Gooden, Headteacher

## King Edward VII School **Student and Parent Acceptable Use Policy for ICT**

The School has installed and provided ICT equipment for teachers and students to use in order to promote educational excellence by facilitating resource-sharing, innovation, communication and virtual learning.

- The ICT equipment and services are intended for educational purposes only.
- All members of the School community have an obligation to take care of the equipment and to report any abuse of the equipment systems or virtual environments.
- Simple rules exist to ensure proper use and care of ICT equipment and to allow the School to offer students the best educational opportunities through the provision of first-rate facilities.

### **In using the School's ICT equipment, I agree that I will:**

- Only access the system with my own username and password which I will keep secret,
- Accept responsibility for files held in my own user area and my files in the shared areas,
- Back up my important work using One Drive/Google Drive,
- Access the Internet only for purposes connected directly with my studies,
- Obey copyright and licensing laws,
- Report immediately discovery of offensive, obscene or illegal material,
- Report immediately any abuse of the equipment or the system,
- Ensure that I do not use inappropriate language in email and documents that I create,
- Take care to avoid wasteful use of paper and other materials,
- Ensure that computers are turned off when not in use to minimise wasted power,
- Accept that the school may check my computer files and activities and may monitor the PCs for inappropriate use,
- Make every effort to ensure that any portable storage devices and laptops that I bring into school are protected against viruses.

### **In using the School's ICT equipment, I agree that I will not:**

- Use the username and password of others or attempt to access the user area of others,
- Permit others to use my username and password to access computers, laptops or services,
- Give out personal details such as address, telephone numbers,
- Remove or alter the work of others without prior permission,
- Attempt to pass off the work of others as their own (plagiarism),
- Install or attempt to install software, programs, applications or plug-ins on a school machine,
- Damage, disable or alter the operational settings of a school machine,
- Attempt to bypass or sabotage the School's security systems or other systems,
- Use the network for illegal or commercial purposes such as file swapping, buying or selling unless permitted to do so,

- Create or send offensive or insulting material or use the Internet to access, obtain, download, send or print materials that are unlawful, obscene, abusive or otherwise inappropriate,
- Engage in unauthorised “chat” activities via the Internet,
- I will treat the virtual classroom environment the same as a normal classroom and respect the privacy of others when I am not physically in School,
- I will not make covert recordings of lessons and or staff of the School for my own means,
- I will not redistribute any recordings or content I am provided with through the virtual learning environment or through Google Classrooms,
- I will not engage in plagiarism by using artificial intelligence (A.I.) services such as ChatGPT or Google Bard to directly copy work. While I acknowledge that these technologies can be helpful in creating original work, using them to pass off copied material as my own will be deemed as academic dishonesty. Therefore, I will only utilize such tools to assist in the creation of my work, but not to plagiarize.

**As a parent in partnership with this agreement I will not:**

- Make covert recordings of lessons delivered to my child for my own personal means,
- Redistribute or share any virtual learning content my child receives online or through any social media platform,
- Whilst my child is attending a virtual classroom, I will uphold both the teacher online and other students right to privacy,
- I understand that should my actions give rise to a breach of privacy posing a detriment to an individual then the School may take any legal action it deems necessary.

**Sanctions**

- The School reserves the right to withdraw access to ICT facilities either for a limited period or indefinitely in the event of breaches of these rules,
- The School may be obliged to take further disciplinary action if serious breaches of these rules occur,
- Insulting or offensive Facebook (or the equivalent) messages may become issues in School and are likely to be treated as bullying incidents.

The School reserves the right to modify these terms and conditions. Changes will be posted on the School’s MLE accessed via the School’s website: **kes.sheffield.sch.uk**