



Gillingham School Internet Safety and IT Use: Acceptable Use Policy (Student Version)

Introduction

At Gillingham School we believe that the appropriate use of technology can enhance learning. The school's computer systems are provided to support your learning and offers access to a vast amount of equipment and information. However, all schools have a duty to ensure that all students access the Internet and other resources safely and responsibly. The following guidelines are to ensure that this is the case; please read them carefully. Each time that you log on to a school computer you are agreeing to keep to the rules, which are also in place for your own safety. The rules also apply if you use your own device in school (smartphone, tablet, laptop etc. – these are to be used with staff permission ONLY!). Sixth Form students may use their phones in their designated areas only.

Security and Privacy

- You should never give your password to anyone, or use someone else's password.
- The school computers must never be used in a way that harasses, harms, offends or insults others. This includes files stored on memory sticks or any other storage devices brought into school.
- Students should use extreme caution if asked to reveal their personal details, home address or telephone number on the internet. You should only reveal this information if it is strictly necessary to complete school work or forms. For example, UCAS, careers, or job applications etc. If in doubt, ask a member of staff before giving this information.
- The security and technical safeguards in place on the computers should be respected; for example, you must not attempt to bypass or alter these settings, conceal network identities or gain unauthorized access.
- Be aware that computer storage areas, such as files and communications, may be viewed by IT support and teachers to ensure that the system is being used responsibly.
- You must not try to install or store programs of any type on the computers without permission.

Internet

- All Internet and e-mail access is monitored at the school and if inappropriate behaviour is suspected, the Senior Leadership Team will be informed, and further action may ensue. Logs of Internet access are kept for all users of the network.
- You must not use the Internet to obtain, download, send, print, display or otherwise transmit (or gain access to) materials which are unlawful, obscene or abusive. This includes religious and political extremist sites. The monitoring system will detect such accesses.
- If you accidentally access inappropriate material, you should immediately report this to a member of staff.
- You must not access social networking sites in school, except when necessary to learn about e-safety, or your teacher explicitly allows it for learning purposes.
- Never arrange to meet anyone that you have met online. People who you contact online are not always who they say they are.
- Respect the work and ownership rights of people outside the school, as well as students and other staff. This includes abiding by copyright laws.
- You must not use the school computers for buying or selling goods. School will not be responsible for any losses incurred if you ignore this rule.
- You must not attempt to bypass the filtering system.

E-mail

- Email monitoring software is in use in the school, allowing IT staff to view all school emails.
- Be polite and appreciate that other users may have different views from your own.
- The use of strong or aggressive language and swearing is obviously not allowed and will lead to the removal of your right to use email.
- Attachments to e-mails should not be opened unless they come from someone already known and trusted; they could contain viruses or other destructive programs.
- The sending or receiving of e-mail containing unsuitable material is obviously not allowed.
- This applies to any material of a violent, dangerous, racist or other inappropriate nature. E-mail filtering software is in place, but if you receive a message like this you should report it to a member of staff.

Printing Rules

- All users of the school network are expected to print responsibly by not wasting expensive resources such as paper and particularly ink/toner.
- You are expected to look after your sQuid card and use it each time you need to print. If you lose your card, you will need to pay for a new one.
- Think carefully before printing full coloured pages: Do you need to print at all? Will black & white be more appropriate? Double sided?

Mobile Phones and other equipment

- You must not use your phone in school unless given permission by a member of staff. If you bring a phone to school, it should be switched off and in your bag. Sixth Form students can use their phone in the Sixth Form-only areas.
- Photographs from school trips must not be published on social networking sites.
- Webcams should never be used in school unless you are given permission by your teacher.
- Mobile equipment (such as laptops, tablet PCs, PDAs, smartphones) should not be connected to the network unless they are healthy (free from viruses and malware) and their electrical systems are checked and marked for safety by a member of IT Services staff.
- You must not use a camera or voice recorder (for example, the ones on your phone) in school unless you are given permission by a member of staff for a particular purpose.
- BYOD (Bring Your Own Devices), such as smartphones, laptops, iPads, etc., which connect to the school's Wi-Fi access points (where available), are subject to the same, or more rigorous filtering rules as the rest of the school.
- Only members of the Sixth Form will be granted access to the school's Wi-Fi access points at the present time.
- The inappropriate use of mobile phones may result in confiscation and parents/carers may be requested to collect them from the school's reception.

Gillingham School IT Systems Acceptable Use Policy Agreement

Online bullying is not accepted and may lead to exclusion from school.

Overall, all users of the school network have a responsibility to report any known misuses of technology, including the unacceptable behaviour of others.

Please remember that using the school's computer facilities is a privilege which can be withdrawn at any time. If you do not follow these rules and inappropriate use of IT is discovered / reported, this may result in disciplinary action (for example, exclusion from school). The Headteacher has a duty of care to report any inappropriate use of IT and Internet technology to the necessary authorities, including the Police in the case of illegal material.

I have read the Acceptable Use Policy and agree to keep to the rules.

Name: Signed:
Date: