



# Gillingham School Special Case Student IT Use: Acceptable Use Policy

## Introduction

At Gillingham School we believe that the appropriate use of technology can enhance learning. However all schools have a duty to ensure that all students use technology safely and responsibly. The following guidelines are to ensure that this is the case; please read them carefully. Each time that you use any IT equipment, system or service in school – including (but not limited to) your own equipment – you are agreeing to keep to the rules, which are also in place for your own safety.

Name: ..... Tutor Group: .....

Gillingham School / Dorset County Council are providing you with:

- Special network access
- Laptop / other loaned equipment
- Wifi access

You are allowed to use these items or services **TO SUPPORT YOUR LEARNING** only.

Before using personal equipment with a mains charger in school, it must be PAT tested by a school IT technician to check for electrical safety.

## Security and Privacy

- Whilst the school will try to ensure that the greatest possible care is taken, it is your responsibility to keep any equipment you are using safe (both your own and school equipment)
- Any damage, loss or malfunction of equipment should be reported to the IT Services team immediately
- Any deliberate damage will result in any loaned equipment being withdrawn and you will almost certainly be asked to pay for the necessary repairs
- Equipment must not be connected to the network until it has been checked by the IT technicians for compatibility and viruses
- Equipment must never be used in a way that harasses, harms, offends or insults others
- Be aware that any saved files may be viewed by IT support staff and teachers to ensure that the system is being used responsibly
- Never share your username or password, unless required by a member of school IT Services staff, and never use anyone else's username and password
- Never tell anyone you meet on the Internet your surname, home address / telephone number, your school's name and never send them your picture, unless you are given permission to do so by your teacher
- You must not try to install, store or use programs of any type on school equipment without permission being given
- You must not use any school equipment, systems or services in a malicious way or to try and gain access to areas not permitted by default

## Internet

- 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

- If you accidentally access inappropriate material you should immediately report this to a member of staff
- You cannot access social networking sites in school, except when necessary to learn about e-safety
- You must not engage in conversation or dialogue with other users on the Internet without permission or direct supervision
- 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 school systems or services for buying or selling goods

## E-mail

- 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
- 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. 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
- Think carefully before printing full coloured pages: Do you need to print at all? Will black & white, or greyscale, be more appropriate?

## Cameras and other equipment

- Photographs from school should not be published on social networking sites
- Webcams and other digital photography devices should not be used in school unless you are given permission by your teacher or another member of staff

## Gillingham School IT Systems Acceptable Use Policy Agreement

Overall, when using any IT equipment, system or service in school you have a responsibility to report any known misuses of technology, including the unacceptable behavior of others.

Please remember that using IT equipment, systems or services in school 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 – exclusion from school for example. 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 and understood the Acceptable Use Policy, and I agree to abide by the guidelines.**

..... (Parent / Carer / Staff)

..... (Student)

..... (Date)