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SCHOOL POLICY

Acceptable Use & Social Media Policy - Student

Approved:
Curriculum and Pupil Welfare Committee Meeting
8 March 2018

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Aims

Woodford County High School is committed to providing students with access to appropriate, up-to-date ICT resources and promotes the use of technology in school as all our students will need the skills and knowledge in whatever field of work they enter when they become an adult.

We ensure that our school IT network is robust and resilient and we do our upmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse

Our suite of Acceptable Use & Social Media Policies [(i) Students, ii) Parents, iii) Staff] exists to ensure that all users are familiar with expectations which are designed to ensure safe ICT usage for everyone in the school community and to promote positive and responsible network and Internet behaviour.

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Statutory Requirements

UK Data Protection Legislation
Malicious Communications Act
Computer Misuse Act 1990
Communications Act 2003
Sexual Offences Act 2003

Summary of Undertaking

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. Activity that threatens the integrity of the school computers and ICT systems, or activity that attacks or corrupts other systems, is forbidden.

I understand that I must never act in a way that brings the school into disrepute.

Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the schools' IT systems.

For my own personal safety

I understand that everything I do on the computers in school is monitored and logged and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers

Using Technology in school

- I will only use school Internet, IT facilities and mobile technologies for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, using software apps, social media, Internet, file-saving and printing
- I will only use my mobile phone or mobile device (including smart watches) in school when permission has been granted by a teacher. If permission is granted, I will use my mobile device as if it was a school computer, following all the rules for using school computers.
- I will not use my mobile phone or any mobile device without my teachers knowledge to ' stream live lessons using mobile phone apps
- I will treat all IT equipment at school with respect and ensure the computer is left in the state that I found it. I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not look for ways to bypass the school filtering or proxy service

Security, Passwords & Copyright

- I will not install software or attempt to install programs of any type on a school computer due to the risk of damage being caused by malware or viruses. I will ask the Network Manager or technician to install software if required
- I will not try to alter computer settings
- I will keep my logins, ID's and passwords secret and change them regularly
- I will change my passwords when asked to
- I will only use my school-supplied email address for school-related activities.
- I will respect others' work and property and will not access, copy, move, delete or otherwise alter any other user's files, without the owner's knowledge and permission
- I will respect copyright when making use of images and videos in my school work. I will use and attribute 'Creative Commons' material as taught in ICT lessons.
- I understand the risks and will not look for, view, upload, or download offensive, or access any materials which are illegal, copyright-infringing or inappropriate or may cause harm or distress to others nor will I try to use any programs or software that might allow me to bypass the filtering or security systems in place to prevent access to such materials

Online behaviour & Safety

- I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils or teachers.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.
- I will not look for or look at unpleasant, rude or extremist websites in school. I will check with a teacher if I think a website might be unsuitable.
- I will not give out my personal details, such as my name, address, school or phone number on the Internet.
- I will not meet people I've met on the Internet unless I have told my parents and they come with me.
- I will not upload or download any pictures, writing or films which might upset people online.
- I will not write unpleasant, rude or untrue comments online about pupils, teachers or the school.
- I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers
- I am aware that internet sites I visit when using my personal mobile devices (when connected to the school WIFI) is subject to the same monitoring and logging as the school computers

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- Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet or in the media with permission
- I will not take or distribute images of anyone without their permission
- I will not sign up to online services until I am old enough to do so
- I will ensure that personal equipment is covered by my parent's insurance policy (i.e. laptop, mobile phone, tablets etc.)
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

Internet

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including photos, music and videos)
- Copyright of materials must be respected and all sources acknowledged

- When I am using the internet to find information I understand that websites, blogs, videos and other online information can be biased and misleading, so I should take care to check that the information that I access is accurate and is from a trustworthy source.

- I am aware that some websites, games, online shopping, file sharing and social networks have age restrictions and I should respect this.

- Use of the network to access inappropriate or offensive materials is forbidden (in accordance with whole school policy).

Social Media – Guidance

Remember that Interacting with each other on-line is **no** different than interacting face-to-face, we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions.

Think about your personal safety.   **Do not reveal data about you that:**

- could be used to impersonate you or steal your identity (date and place of birth, address, phone number for example)
- might reveal your actual whereabouts or when you're not somewhere (at home, for example) - so think about who you share your location with
- might cost you money (look out for scams and freebies: anything that looks too good to be true, usually is!)

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- Think twice before posting. There is no such thing as privacy on the internet. Word spreads quickly. Search engines can turn up posts years after they are created - even after you think you have deleted them - and comments can be forwarded or copied. Inappropriate or inaccurate comments which are damaging to a person's reputation must be avoided, as they could result in a claim of libel. Do not say anything online that you would not say in public. Think carefully about posting anything which you would not want a future employer to read.
- What might seem anonymous usually isn't. Your use can be tracked, even if you think you have an anonymous user account.
- I will never arrange to meet someone I have only ever previously met on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.
- Be respectful. Content on a social media site could encourage comments or discussion of opposing ideas – the audience is far wider than your peers. Consider all comments and responses carefully in light of how they would reflect on you or WCHS. Be aware that any misuse of social media might attract complaints from other students and teachers, which may result in disciplinary action.

I am aware that some websites, games and social networks have age restrictions and I should respect this.

I understand that cyberbullying is taken very seriously at Woodford County High School. This includes abusive emails or text, embarrassing pictures, the misuse of mobile phone apps (including live streaming apps) and social networking sites, etc.

Do NOT send a friend request to any WCHS member of staff, they will not be able to respond.

School Email
- I understand that I will be provided with a school email account and that technical restrictions apply.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
- I will only use my school-supplied email address for school-related activities.
- I will only communicate with a teacher using the school email account and never my own personal email account.
- The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send will reflect on me and the school.
- I understand that I may only use and communicate with approved e-mail accounts on the school system
- I will immediately tell a teacher if I receive offensive or inappropriate e-mail.
- I understand that e-mail is not guaranteed to be private. I will only send content via e-mail that is suitable to be read by my school and my parents

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Review

The policy will also be reconsidered where particular concerns are raised or to incorporate issues raised by emerging technologies.

This policy will be monitored regularly with a full review being carried out annually by the Governing Body.

Student Responsibility

I understand that I am responsible for my actions, both in and out of school.

If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.

I understand that the school also has the right to take action against me if I am involved in any incidents of inappropriate behaviour that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include sanctions such as loss of access to the school network or internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

eSafety - Useful Sites

Think You Know
http://www.thinkuknow.co.uk/

Childnet International
http://www.childnet.com/

Safer Internet
http://www.saferinternetday.org/web/guest

Cyber Mentors
http://www.cybermentors.org.uk/

Child Exploitation and Online Protection Centre
http://www.ceop.police.uk/

Child Line
http://www.childline.org.uk/pages/home.aspx

Bullying Online
http://www.bullying.co.uk/advice/parents-advice

*** Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.***

Acceptable Use Agreement Form: Student

This form relates to the Student Acceptable Use Policy, to which it is attached.

Pupils are expected to read and discuss this agreement with their parents and then to sign and follow the terms of the agreement

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use & Social Media Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

• I use the school ICT systems and equipment (both in and out of school)

• I use my own equipment in school (when allowed) e.g. mobile phones, mobile devices Cameras, etc.

• I agree to use my own personal equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, MLE, E-Mail, website, social media, telephone Apps etc.

Full Name
(Student):_____

Signature
(student):_____

Date: _____/_____/_____   Form: _____