SCHOOL POLICY	
Acceptable Use & Social Media Policy - Student	

Effective Date	30 January 2020
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Document no :	SP 03.04/007
Replaces Version :	17/01/2019
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Aims

Woodford County High School promotes the use of technology in school as all pupils 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 utmost 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 ensuring safe ICT usage for everyone and the promotion of positive and responsible network and Internet behaviour. **This policy is to be read alongside the 'ICT Bring Your Own Device (BYOD)' policy.**

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 IT systems in school.

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

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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, but is not limited to, email, Office 365, video, messaging, video-conferencing, using software apps, social media, mobile phone apps, Internet, file-saving and printing.
- I understand that I must not use external media (e.g. USB memory and external hard disks) as my primary storage repository as it is not possible to recover lost or corrupted files. We are advised to save all files to the Home Drive (H:\) where it is routinely backed up and to use Office 365 'OneDrive' to transfer data too & from school.
- I will not look for ways to bypass the school filtering or proxy service.

Bring Your Own Device (BYOD)

- 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 and as is detailed in the 'ICT Bring your own device (BYOD) policy'.
- I will not use my mobile phone or any mobile device without my teacher's knowledge to stream live lessons or anything in school using mobile phone apps
- I will ensure that personal equipment brought onto school is covered by my parent's insurance policy (i.e. laptop, mobile phone, tablets etc.)

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 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 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 materials, 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 teachers or others.
- 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 and beliefs

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- 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 up with 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
- I will not take, upload or distribute images of anyone without their permission
- 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.

Social Media

- I understand that interacting with others on-line is **no** different than interacting face-to-face, and that we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions.
- I will think twice before posting. I understand that there is no such thing as privacy on the internet. Search engines can turn up posts years after they are created - even after you think you have deleted them. I will not say anything online that I would not say in public or that I would not want my parents or a future employer to read.
- I will respect the age restrictions on websites, games and social networks and will not sign up to online services until I am old enough to do so
- I will not engage in any form of cyberbullying. This includes abusive emails or text, embarrassing pictures, the misuse of mobile phone apps (including live streaming apps) and social networking sites, etc.
- I will not send a friend request to any WCHS member of staff, as it is inappropriate and 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 understand that my teachers may correspond with me by email, using my Woodford.redbridge.sch.uk email address, this may be regarding my study or on school business. I will check my school email regularly.
- I must use my Woodford.redbridge.sch.uk email address when communicating with my teachers so that my correspondence can be verified and tracked. Staff may not respond to email from other email domains because of the difficulty of establishing authenticity.
- 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.

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- 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 will immediately tell a teacher if I receive offensive or inappropriate e-mail.

- I understand that the sending or receiving of any email, which contains any inappropriate material, is strictly forbidden.
- I understand that it is also forbidden to send large volume emails (spamming).

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

Report a concern to your school mentor
https://tootoot.co.uk/

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.

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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, E-Mail, Office 365, websites, social media, telephone Apps etc.

Full Name (Student
Print):_____

Signature
(student):_____

Date: _____/_____/_____   Form: _____