



Wychwood School

## **PUPIL ICT, NETWORK, INTERNET AND MOBILE PHONE ACCEPTABLE USE POLICY**

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**Last Reviewed: November 2018**

**Date of Next Review: November 2020**

The School provides ICT Systems and internet access to pupils primarily for use in connection with studies. Pupils may also use their own mobile phones at designated times and, by special permission, laptops and tablets. This agreement applies to all these areas (computer systems, internet and mobile phones) as relevant. **PLEASE RETURN THIS SHEET.**

### **You must not:**

- tell anyone your password
- access pornographic, obscene, violent, racist, other similar or illegal material
- use language, send or put material on a web site which may be considered to be obscene, offensive, bullying, threatening, racist or inconsistent with the School's ethos and Anti-bullying policy. This includes social media sites such as Facebook, Instagram, Snapchat etc.
- post anonymous messages, messages using another's name, start or forward chain letters or e-mails
- violate copyright law - e.g. by downloading copyrighted material, music, video or information without permission
- use file sharing systems
- use the internet for gambling or personal gain  
use the internet for any criminal or other illegal activity
- breach the privacy of pupils or members of staff e.g. by giving someone else's phone number or email address without their express permission
- reveal personal information including pictures and videos about yourself or others via the network, internet or a mobile phone
- sext
- agree to meet an individual with whom you have initially made contact online
- wilfully damage or steal a computer
- disconnect an item of equipment (including a network cable)
- deliberately introduce any form of malware
- download and install programs without prior permission
- gain or attempt to gain unauthorised access to other computers at the school or in any other location
- connect a personal laptop or tablet to the network without specific permission from a member of staff
- log-on using another pupil's user name

**You may also use the internet and ICT systems, out of school hours, for personal use, but must follow the constraints as above.** In addition when accessing the internet for personal use you must take care that your internet usage does not slow down access of those that are doing school work. Specifically, while others are still working you may not: download large files (e.g graphics, music or video), watch streaming video or play on-line games.

**PUPIL ICT, NETWORK, INTERNET AND MOBILE PHONE  
ACCEPTABLE USE AGREEMENT  
PLEASE RETURN THIS SHEET**

**Pupil:**

I have read, understood, and will abide by the School's Policy concerning acceptable use of ICT Systems, network, internet, mobile phones and personal laptops and tablets.

I understand that the School may filter material on the internet and monitor internet and network usage.

I understand that the internet contains material that is beyond the School's control and that even on a filtered system access to inappropriate and unsuitable material may be possible.

I understand that there may be random checks on my network, internet, mobile phone and personal laptop or tablet usage to monitor compliance with the School's Policy or where there is reason to suspect abuse.

I understand that I will be responsible for all material placed on a web site for which I am the account holder.

I agree that any material downloaded for an assignment will be listed in a bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner.

I will act responsibly in terms of my actions including the material that I access or send.

I understand that failure to abide by the School's Policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights.

I understand that if I have a mobile phone and do not abide by the School's Policy for its use, then I may no longer be allowed to use it in School until permission is again granted.

I understand that if I have permission to use a personal laptop or tablet and do not abide by the School's Policy for its use, then I may no longer be allowed to use it in School until permission is again granted.

I understand that should I carry out any illegal activity the School may advise the appropriate policing agency.

I understand that the School has the right to require me to remove defamatory or derogatory material that I am responsible for uploading to the internet.

If I am unsure of any procedure or policy it is my responsibility to ask.

Full name (please print).....

Signature.....

Date.....

Parent's signature.....

***Please return to the School Secretary by Monday after Exeat.***