Acceptable Use of ICT Resources – Key Points for Students

The school has provided ICT resources for use by students, offering access to vast amounts of information to assist you with your studies.

The computers are provided and maintained for the benefit of **all** students. You are encouraged to use and enjoy these resources and to behave responsibly at all times. Remember that **access is a privilege**, not a right and inappropriate use will result in that privilege being **withdrawn**.

Equipment
- On no account should you interfere damage, disable or harm the operation of computers
- Printing should be minimised - **Think before you print**
- Only use school computers for educational/private interest purposes. Activities such as buying or selling goods is inappropriate.
- Always check files brought in on removable media devices (floppy disks, CDs, flash drives etc.) with antivirus software. Only use them if they are found to be clean of viruses.
- Never connect personal mobile equipment (laptops, tablet PCs, PDAs etc.) to the school network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy
- Protect your work by keeping your password to yourself; never use someone else's logon name and password.
- Always seek permission before revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; **attempting to bypass or alter any settings is not permitted.**
- The school reserves the right to monitor, examine or delete any files that may be held on its computer system.
- Internet access is filtered for the benefit of all users. **Should you come across any unsuitable sites, report them immediately to the ICT support team.**

Internet
- During lessons you should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material; using the Internet to obtain, download, send, print, display, transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources. **You can never be certain who you are really talking to**. For these reasons the use of 'chat' rooms is not permitted.
- **People you contact on the Internet are not always who they seem**. Under no circumstances arrange to meet someone who you have only communicated with via the internet and/or email.

Email
- ***You have been issued with a school email address. This should be used at all times to communicate when in school.***
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing, and inappropriate content or aggressive behaviour is not allowed.
- Only open attachments to emails if they come from someone you already know and trust.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff.

Please read this document carefully. Only once it has been accepted will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action.

This policy will be reviewed annually and updated to cope with changing circumstances and/or technological advancements. Any new policy supersedes older versions and becomes the new agreed conditions of use, which will be posted on the school intranet and website.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Appendix 1

6TH FORM IPAD AGREEMENT

All 6th Form students with iPads will be required to sign up to the following agreement

The iPad will be your responsibility and should be looked after.

The iPad must remain in the case it is supplied in at all time and must not be changed for an alternative. Your iPad should remain with you at all times when in school.

Please be careful where the iPad is stored and ensure that a passcode is used to ensure that information is kept private.

The iPad must be brought to school having been fully charged, to ensure that it can be used effectively throughout the school day.

The iPad should always have 2GB worth of storage space, prior to being brought to school. This is to ensure that there is space for all of your current work to be stored.

The device is covered by Apple warranty for the first year, which covers any hardware failure. Should any accidental damage occur to the iPad please return it to the ICT technicians. You must then fill out an accident report form and a quote will be given for the repair of the device. **You are expected to pay the amount for the repairs in full** before any repairs will be carried out. Once payment has been received, the device will be repaired and issued back to you.

The iPad is a personal device and should only be used by yourself in lessons.

You will need to set up an Apple ID account. **You are required to use the school email*** to set up your Apple ID account, regardless of whether you already have an existing Apple ID.

You can access the internet via the school network; this network has been filtered for the benefit of all users. Only use acceptable websites on the device. The device will be managed by Lightspeed Mobile Device Management and the profile must not be removed from the device. Removal will disconnect the device from the wireless network.

You are responsible for any Apps that you download onto the device. You will be given access to some Apps by school and these should remain on the device at all times and not be deleted.

When on the school site, the camera on the iPad must only be used for educational purposes (e.g. photographing work).

During lesson time, volume should remain turned off so as not to disturb lessons. Face time and games are banned in lessons.

Images and content of an inappropriate nature should not be stored on the iPad, please remember this is a school device.

Misuse of the iPad may result in the device being confiscated.

You may wish to consider taking out additional insurance to cover the iPad.

The expectation is that the iPad along with the case and original charger is returned upon leaving Driffield School. Failure to return the iPad will result in the full purchase cost of the iPad being recovered (£225).
   ***Please be aware that students will be asked to submit work via email in the first instance. We are currently exploring other ways to make this process easier in the future.*