



# ICT ACCEPTABLE USE POLICY FOR STUDENTS (Secondary)

March 2023 onwards

***Author:*** Deputy Head, Secondary

***Last updated:*** August 2022

***Review date:*** August 2025

# ICT ACCEPTABLE USE POLICY FOR SECONDARY STUDENTS

The aim of this policy is to encourage and ensure the safe and responsible use of digital technologies.

The policy sits alongside related policies that apply to students, members of staff, governors, parents and visitors), including, where applicable the School's:

- Pupil Code of Conduct;
- Behaviour & Discipline Policy;
- Privacy Notices;
- Data Protection Policy;
- e-Safety Policy;
- Safeguarding and Child Protection Policy.

As I student of GES I understand the following things:

## PROPER USE OF SCHOOL COMPUTERS

- I will take good care of any school computer or device that is given to me and understand that any damage is the responsibility of me or my family.
- I understand that the school has access to my device whilst it is on and off the school site and this acceptable usage policy applies when I am on and off school premises.
- I will only use the school computers and devices with the permission of a member of staff.
- I will use the Internet on school computers and devices outside lessons only if a teacher has given me permission to do so.
- I will use school computers and devices only as directed. I will not use school devices for online gaming, online gambling or internet shopping and I will not visit sites that I know or suspect to be unsuitable. This applied on and off site on school devices.
- When using Google Drive, Google Classroom or Google Docs, I will access school documents using my geschool G-Suite account only.
- I will use my GES email and online storage (Google Drive) for school purposes only. I will not save my personal files on the school network such as personal photos, music files etc. I will not use any type of USB storage device without permission from my teachers.
- I will not keep a school device in my possession for longer than necessary.
- I will not take a school iPad or laptop computer home with me if I am in year 7 to 9.
- I understand that if I am years 10 to 13 I have been issued with a laptop that can be taken home but it must be in school with me for all lessons, fully charged.
- I will not install, attempt to install or store programs or software on any school device, nor try to alter the computer settings.
- I will not attempt to remove my school-owned device from the school's Mobile Device Management system (Jamf / Self-Service) nor will I remove any applications that have been installed on the laptops or iPads.
- I will report any actual or potential technical incident or security breach to the Head of Computing.

## SAFE, APPROPRIATE AND LEGAL USE OF THE INTERNET

- When online, I will not give out personal information about myself or others that could be used to identify me, my family or my friends (e.g. addresses, email addresses, phone numbers, information about the school or my age or the age of another student) unless a trusted adult has given me permission.
- I will never arrange to meet someone I have only ever previously met online unless I take a trusted adult with me.
- I will never engage in making, viewing or sharing any inappropriate or illegal images or videos (e.g. 'sexting') and I undertake to report to a member of staff any incidents of which I become aware. I understand that these are serious, damaging and even criminal offenses that could be reported to the Police.

- I understand that the Internet and social media platforms can be used to intimidate, humiliate or otherwise bully children. I will never engage in such activity and I undertake to report to a member of staff any incidents or which I become aware.
- I will not attempt to access, create or share any content that is illegal, deceptive, or likely to upset, offend or cause harm to others (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- I will not attempt to access any material that might be unsuitable for people of my age. I will immediately inform a member of staff if I accidentally access inappropriate or illegal content.
- I will not try to download or use any programs or software that might allow me to bypass the School's IT filtering systems that are in place to prevent access to inappropriate or illegal content.
- I will respect the privacy of others. I will not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without obtaining permission from a member of staff.
- I will not attempt to discover or contact the personal email addresses or social media accounts of staff.
- I will not attempt to communicate with a member of staff using any personal account. I will only communicate with staff online using my geschool email account.
- I will not copy and plagiarise content from the Internet nor infringe copyright. I will not claim the work of others as my own and understand that doing so may result in removal from external exams.
- I will not download any software or resources from the Internet that could compromise the network, or are not adequately licensed.
- I will not open a hyperlink in any email or attachment to an email if I have any concerns about it or think it may contain a virus or other harmful program. If in any doubt, I will ask the Head of Computing.

#### **MOBILE PHONES AND OTHER PERSONAL DEVICES**

- If I bring a mobile phone to school, I will always keep it on silent and in my locker during the school day.
- I will use my mobile phone only with the express permission of a teacher and only in a public, supervised area. I understand that the use of mobile phones, computers, cameras or any other digital device in toilets, washing or changing areas is strictly prohibited.
- I understand that the use of mobile phones and other digital devices on school trips will be at the discretion of the trip leaders and I will respect this.
- I will not attempt to use my mobile phone to cheat in tests or exams.
- I will not bring any other personal device or wearable technology into school, regardless of whether or not they have an internet connection or a SIM card installed.
- I understand that any use of personal devices for school purposes, and any removal of personal data or confidential information from school systems must be registered and approved by the Secondary Deputy Head.
- I agree that any personal (or school) device used by a student, whether or not such use is permitted, may be confiscated and examined under such circumstances.
- **If I wear a smart watch then it must have a school mode activated. If the watch does not have a school mode then it cannot be worn in school. No watch should be able to take pictures.**

#### **MY BEHAVIOUR ONLINE**

- I understand that my online behaviour should be consistent with the core values of the School and with the Code of Conduct.
- When using digital devices, I will be polite, thoughtful and responsible in my communications with others. I will not use aggressive, hurtful or inappropriate language. This applies in and out of school.
- I understand that once something is posted online or written in an email it has a permanence that is not like something that is said. It can be repeated, is searchable and can be copied out of context. I understand that I have to take responsibility for my

actions online and I should consider my reputation, the reputation of others and the reputation of the School.

- I will be thoughtful and look after other people. I will report any concerns about the misuse of technology, or any other worrying issues, to a member of staff.

## **PASSWORDS**

- I agree that I will not allow unauthorised individuals to access email, the internet, or any other school systems.
- I agree that it is my responsibility as the user to change my passwords every academic year, even if I haven't been prompted to do so automatically.
- I will ensure my passwords are not obvious (for example "password", 123456, a family name or birthdays).
- I will not let anyone else know my password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised.
- I will not attempt to gain unauthorised access to anyone else's computer nor to confidential information to which I do not have access.
- I understand that using someone else's school account is forbidden and will be treated seriously.

## **PHOTOGRAPHY**

- I will not use any digital device to take pictures in school unless I have permission from a member of staff.
- I will not take or distribute images of anyone without their permission and I will not take any images that might offend or cause upset.

## **MONITORING AND ACCESS**

- I am aware that school email and internet usage (including through school Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and school email accounts may be accessed by the school where necessary for a lawful purpose, including the investigation of serious conduct or welfare concerns, extremism and the protection of others. All use of my device can be seen by school staff.
- I agree that connecting my own personal digital device to the school WiFi network will result in the School's monitoring:
  - The name of my device;
  - The date and time the device was last used on the network;
  - The IP address of my device.
  - The files and websites accessed
- I am aware that my school online accounts, including e-mail, will be closed (and the contents deleted) within one month of my leaving the School.
- I am aware that my access to the school network and the use of school devices can be withdrawn for a fixed period or indefinitely if deemed necessary by a member of the leadership team.

## **IT SUPPORT AND MAINTENANCE**

All school-owned IT equipment is covered under the manufacturer's limited warranty. Insurance is in place to cover accidental damage, however, **I understand that me or my family are responsible for the first 250CHF of any damage claim and if the insurance does not cover the damage then the full amount.** In the event of hardware or software failure, or any other technical issue, I understand that I should bring my school-owned device to the Head of Computing.

- If a school-owned device for which I am responsible is lost, damaged, or stolen, I understand that I must immediately report this to the Head of Data Systems and describe the circumstances surrounding the loss, damage, or theft of the device.
- I agree that I (or my parents) are liable for damages caused by my:
  - unreasonable use, abuse, neglect, or unauthorised alterations;
  - improper service, improper installation, and improper connections with other peripheral devices (for example linking to printers, servers etc. which are not school approved equipment);

- loss or misplacement of equipment (but not if, after investigation, the loss is agreed to be accidental and therefore covered by the School's insurance, or if responsibility is agreed to be that of another person, or if there is reasonable doubt about responsibility).
- **Students in year 10 and above are responsible for their device when it leaves the school grounds and should ensure that it is covered under a household insurance policy as they are responsible if it is stolen or lost to the value of 1300CHF.**

## **SANCTIONS**

I understand that if I fail to comply with this Acceptable Use Policy, I may be subject to disciplinary action. This would include involvement in incidents of cyberbullying or any inappropriate behaviour that is covered in this agreement, when I am in or out of the School and where my behaviour involves or affects any member of the school community. I agree to comply with the rules and regulations set out in the ICT Acceptable Use Policy for Students (Secondary).

The School reserves the right, at its discretion, to investigate in an appropriate and sensitive manner any device used by a student (either personal or school-owned) to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy and other school policies, to assist in the investigation of wrongful or criminal acts, or to comply with any legal obligations of the School.

Updated August 2022