

# HENDON SCHOOL



*Learning Together Across the World*

## Acceptable Use of ICT for Pupils Policy

<b>Date of Ratification:</b>	May 2021
<b>Date of Next Review:</b>	May 2023
<b>Governor Committee:</b>	Student Welfare Committee
<b>School Staff Responsible:</b>	AHT with Responsibility for IT
<b>Nominated Governor:</b>	Chair of Student Welfare Committee
<b>Policy Held:</b>	School Policy File Clerk to the Governors

The Hendon School network is the system of interlinked computers which pupils use in order to gain access to the internet and to e-mail facilities. This policy applies to all computers in Hendon School whether attached to the network or not.

The Internet is a valuable research tool allowing access to pictures, text, movies and sounds from every corner of the globe and about every subject imaginable.

However because some of this material is of an unacceptable nature and cannot be used in schools, the use of the internet and e-mail within Hendon School is restricted in the following ways:

### **Use of computers, the network and the internet**

- 1 Access is provided primarily for curricular use and is **not for private use** unless agreed by a teacher.
- 2 Pupils **must not** access, upload, download, transmit or display offensive, derogatory, racist or sexually explicit material.
- 3 If an internet site containing any of the above is accessed **by error** then a teacher must be informed.
- 4 Pupils must not establish relationships or reveal their name, address or any other personal information to "strangers" on the network, unless the communication has been authorised by an appropriate teacher.
- 5 No **files** will be downloaded without first getting permission from a teacher.
- 6 No **program** or **executable file** will be downloaded without first getting the permission of the Network Administrator. If such permission is granted a program or executable file **must** not be run without first being **approved** by the Network Administrator.
- 7 The following are prohibited:
  - damage to computers, computer systems or computer networks;
  - vandalising, damaging or disabling the property of another person's organisation;
  - debilitating or disabling computers;
  - altering setup or settings of computers and software without the express permission of a teacher.
- 8 No user will violate copyright or intellectual property. A teacher will be able to advise on obtaining approval to make use of copyrighted material or intellectual property.
- 9 No user will:
  - use another person's password;
  - trespass in another person's folders, work or files.

## Use of e-mail

- 1 Pupils must not send or attach documents containing offensive, threatening, derogatory, racist or sexually explicit material.
- 2 Pupils must not send obscene, abusive or sexually explicit language.
- 3 If any of the above is received by a user a teacher **must** be informed. **Do not reply.**
- 4 Pupils must not harass other users. This includes:
  - forwarding chain letters;
  - deliberately flooding a user's mailbox;
  - sending mail that is designed to interfere with the e-mail system.
- 5 Pupils must not access, copy or transmit another pupils message or e-mail address without their permission.
- 6 Pupils must not forge a message to make it appear to come from another person.

All mail sent on the school e-mail system is the property of Hendon School. Therefore circumstances may occur where staff may take action to read personal mail files.

**Pupils should be aware that there are systems in place which allows the school to monitor the internet and e-mail activity of every user to ensure that the above policy is being followed.**

Pupils access to the internet will be allowed under the supervision of a member of staff. However access to the Internet will be allowed during study periods or at other times by arrangement with relevant teachers. Periodic checks will be made on each pupil's use of the internet.

### Access to the network, to the internet and to e-mail

Access to these facilities is regarded as a **privilege** and not a right.

Access may be denied if a user breaches the conditions of use.

### Course Requirement

Users who depend on access to the school network for any requirement of any course could, by breaching the conditions of use, be responsible for their inability to complete a course requirement. This would have an obvious impact on the assessment of that course.

### General Advice to users

- 1 Notify an adult immediately, if by accident, you encounter materials that violate this Acceptable Use Policy.
- 2 Be prepared to be held accountable for your actions and for the loss of privileges if you breach this Acceptable Use Policy.
- 3 **Do not share your password** with another person.
- 4 **Log out** of the network whenever you leave a computer unattended.

# The Hendon School network, the internet and e-mail Acceptable Use Policy for Pupils

Please complete and return this form to the School Office.

Pages 1 and 2 should be retained for reference.

Please leave this box blank

## Pupil

First Name ..... Surname .....

Class .....

As a school user of computers, I agree to comply with the school rules on their use. I will use computers and the network in a responsible way and observe all the restrictions imposed by the school.

I am aware that breaking the conditions of use could lead to:

- withdrawal of access to computers;
- withdrawal of internet use;
- withdrawal of e-mail privileges;
- disciplinary action;
- legal action.

Pupil's Signature ..... Date ..... / ..... / .....

## Parent/Guardian

As the parent or legal guardian of the pupil signed above, I grant permission for my son or daughter to use computers, electronic mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that, even after filtering, some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent's Signature ..... Date ..... / ..... / .....