HENDON SCHOOL

Learning Together Across the World

Acceptable Use of ICT for Pupils Policy

Date of Ratification:	May 2023
Date of Next Review:	May 2025
Trustee Committee:	Student Welfare Committee
School Staff Responsible:	AHT with Responsibility for IT
Nominated Trustee:	Chair of Student Welfare Committee
Policy Held:	School Policy File

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:

1. Use of computers, the network and the internet

- Access is provided primarily for curricular use and is **not for private use** unless agreed by a teacher.

- Pupils **must not** access, upload, download, transmit or display offensive, derogatory, racist or sexually explicit material.

- If an internet site containing any of the above is accessed **by error** then a teacher must be informed.

- 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.

- No **files** will be downloaded without first getting permission from a teacher.

- Pupils will be provided with an account linked to the schools virtual learning environment called 'Frog' which they can access from any device and from home.

- 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.

- 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.

- 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.

- No user will:

- use another person's password;
- trespass in another person's folders, work or files.

2. Keeping users at Hendon safe on-line

Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the co-headteacher and DSL , can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

- Poses a risk to staff or pupils, **and/or**

- Is identified in the school rules as a banned item for which a search can be carried out

- Is evidence in relation to an offence

- This includes, but is not limited to:

- Pornography

- Abusive messages, images or videos

- Indecent images of children

- Evidence of suspected criminal behaviour (such as threats of violence or assault)

3. Use of e-mail

- Pupils must not send or attach documents containing offensive, threatening, derogatory, racist or sexually explicit material.

- Pupils must not send obscene, abusive or sexually explicit language.

- If any of the above is received by a user a teacher **must** be informed. **Do not reply.**

- 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.

- Pupils must not access, copy or transmit another pupils message or e-mail address without their permission.

- 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.

4. Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the behaviour policy if a pupil engages in any of the following **at any time** (even if they are not on school premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or making statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual or non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to the school's ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user and/or those they share it with are not supposed to have access, or without authorisation
- Using inappropriate or offensive language

5. Access to the network, to the internet and to e-mail

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

6. 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.

7. General Advice to users

- Notify an adult immediately, if by accident, you encounter materials that violate this Acceptable Use Policy.
- Be prepared to be held accountable for your actions and for the loss of privileges if you breach this Acceptable Use Policy.
- **Do not share your password** with another person.
- **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 ……… / ……. / …….