

Each day, discovery.



ELTHAM COLLEGE

**Acceptable Use of IT and Mobile
Devices Policy (Students)**

including Online Safety Policy

July 2019



Version Control Information

Reason For Amendment	Name	Date	Main Changes
New policy with Agreement Form to replace previous document	Bursar	July 2019	Widely revised based on recommended template, in line with GDPR requirements and our changing school context (bring your own device etc.)

Related policies:

- Privacy Notices (for Eltham College and for Students)
- Safeguarding Policy;
- School Rules;
- Anti-bullying Policy;
- Online Safety booklets (Senior School and Junior School).



Introduction

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- that the school will provide good access to digital technologies to enhance students' learning and will, in return, expect the students to agree to be responsible users.

The policy is written in the form of an agreement which students are expected to read, understand and sign when they join the Senior School or the Sixth Form, and at any other time deemed appropriate (e.g. after any significant change in the wording of the policy). Junior School parents are required to read and discuss this document with their child(ren), and ensure they understand the principles it describes. Junior School teachers will reinforce these messages in school.

This policy applies to all students. A separate policy is in place for staff.

The school has separate Online Safety guidance for parents and students to support this policy, which is available on the website.



Acceptable Use of IT and Mobile Devices Policy (Students)

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I must not write down or store a password where it is possible that someone may steal it.
- I will not use a computer or device if I can see that someone else is logged in. I will ask them to log out, or log them out myself before I begin.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people that I have only communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I know that if I am worried about me or someone else being harassed or harmed online, I can report it to my Form Tutor or I can use the concerns@eltham-college.org.uk email address.
- I understand that my school Office 365 account will be deleted when I leave the school.
- I will tell a member of staff if I think that any personal data about me (or anyone else) has been sent to the wrong person, lost, or shared without permission.

I understand that everyone has equal rights to use technology as a resource and:

- I will use school computers and IT equipment with care, following the instructions and guidance of my teachers and other adults in school.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have specific permission from a member of staff.
- I will not make large downloads or uploads (more than 50MB) that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use school computers or my own device connected to the school network for on-line gaming, on-line gambling, internet shopping, file sharing, video broadcasting and streaming (e.g. YouTube), or social media access unless I have the specific permission of a member of staff.
- I understand that Eltham College is aiming to reduce the amount of paper and energy consumed by printing, and that wherever possible or practical I should consider alternatives to printing and photocopying.



I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. I will not claim the work of others as my own.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not create or share content that is illegal, deceptive, or likely to offend other members of the school community.
- I will not take or distribute photographs or videos of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my mobile phone in school in line with the School Rules about where and when I can do so. I understand that, if I do use my phone in school, I must also follow the rules set out in this policy.
- I understand that I must connect my phone to the internet using the school's Wi-Fi to be protected by the school's filtering arrangements.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving IT equipment or software to the nearest teacher and also to the IT department, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails if I do not recognise the sender or I have any doubts about them (due to the risk of the attachment containing viruses or other harmful programmes). I will check with the IT department if I am not sure.
- I will not install or attempt to install or store software of any type on any school device, nor will I try to alter computer settings.
- I will not use Eltham College networks (wired or wireless) to attempt any unauthorised access to or use of data, systems or networks. I will not attempt to probe, scan or test the vulnerability of a system or network, or try to breach security or authentication measures.
- I understand that my ID card provides access through doors in certain areas of the school, and access to the printers. I understand that I must report to my tutor or to the school office straight away if I lose my card so that it can be disabled and a new one issued to me.

When using my own laptop or tablet device in school in line with school requirements, I understand that:

- I must connect using the school's Wi-Fi network to access my school account.
- I must have a password, PIN or face recognition security on my device to stop other people using it without my permission.
- I need to enable automatic operating system and other critical software updates, and that I will need to restart my device regularly (at least once a week) to ensure that these software and security updates are applied.



- It is not covered by school insurance. I am responsible for keeping my own device safe. I need to have a protective case for it and keep my device in my locker when I am not using it.
- I need to have up-to-date anti-virus software on my machine and check that it runs regular scans.
- The IT department will try and help me with any problems, but they will not have the administrator rights to my machine and cannot guarantee that they will be able to fix all issues. I may need to ask my parents to access support from the manufacturer or supplier. Apple devices are supported on a “best endeavours” basis and are not guaranteed to work fully in the College.

When using the internet for research or recreation, I recognise that:

- I need to ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music, videos and software).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be deliberately misleading.

I understand that I need to be careful and respectful when contacting school staff:

- I will only email staff from my school email address, and using their school email address.
- I will use an appropriate form of address and include the teacher’s surname e.g. “Dear Miss Smith” not “Hi”.
- I will only use the kind of language I would if I were talking to the teacher face to face.
- I will make sure my email is brief, clear and polite.
- I will check my inbox daily for messages from staff members.
- I will follow my teacher’s guidance about emailing work to them.
- I will not try and connect with or contact school staff using social media.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour online even when I am out of school, where they involve my membership of the school community (e.g. online bullying).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action under the Eltham College sanctions and support system. This may include contact with my parents, detention, suspension, loss of access to the school network / internet and, in the event of illegal activities, involvement of the police.
- I understand that my parents will be sent this Policy for their reference and that it is available on the school website if I need to check it at any time.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.



Student Acceptable Use Agreement Form – for completion by Senior School students

This form relates to the Acceptable Use of IT and Mobile Devices Policy (Students), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. A copy of this Policy will be also sent to your parents for their reference.

If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Eltham College systems and devices (both in and out of school)
- I use my own devices in school
- I use my own equipment out school of the in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing my Office 365 account etc.

Name of Student:

Form:

Signed:

Date: