



## IT – PUPIL ACCEPTABLE USE POLICY

### **Introduction**

This acceptable use policy is intended to ensure that:

- Pupils will be responsible users of IT and stay safe whilst using the internet and other Information and Communications Technologies (ICT) at BSL.
- School Information and Communications Technologies systems (ICT) and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The School will try to ensure that pupils will have access to Information and Communications Technologies (ICT) to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### **Security**

Access to school's systems is provided.

Pupils must not gain or attempt to gain unauthorised access to any computer system(s) for any purpose. Such hacking or attempted hacking is a criminal offence under the Computer Misuse Act 1990.

School Information and Communication Technology systems (ICT) are primarily intended for educational use and should not be used for personal recreation at any time of the day.

### **Anti-Virus**

In order to protect against the virus threat, anti-virus software is installed and updated regularly on all school PCs.

Pupil owned laptops and tablets that are connected to the network in any way must have anti-virus software installed and it must be updated regularly.

Pupils and staff should not open any attachments to e-mails unless they know and trust the person/organisation that has sent it due to the risk of it containing viruses or other harmful programs.

## **Internet and Information and Technology Systems usage Network Access & Downloading Content**

All pupil internet access must be via the School's wired or wireless network.

Pupils must not, by using any service, possess or transmit illegal material. Pupils should be aware that as the internet is a global network, some activities/material which may be legal in the UK, may be illegal elsewhere in the world and vice versa. If you are in any doubt as to the legality of anything, don't do it.

Pupils are advised that with any downloading of material (such as files, music, video's etc.) via the Internet, to exercise judgment and think of how it may affect others as the service can become slow and unresponsive under heavy usage.

Unsafe sites and certain types of files may be blocked. Sharing of files and downloading of files over peer to peer network connections is forbidden at all times. Only School work related media files may be stored on the school network.

Attempting to download or install programs without permission such as film and music sites is not acceptable.

Pupils should shut down the laptop properly when not in use, and they should NOT be left unattended whilst downloading.

Social networking sites should not be accessed. Accessing the Internet via a third party 'proxy' website is not permitted.

### **Cyber Bullying**

Cyber bullying is defined as bullying by 'the use of email, mobile phone and text messages, instant messaging, personal websites and/or 'chat rooms'.

Any suspected cyber bullying (whether during school time or otherwise) will immediately be reported to the Headteacher, and will be managed under the School Policy on Bullying.

### **E-Mail**

Pupils may need to use e-mail to access work and resources, particularly at IGCSE level, however this should only be allowed under the strict supervision of the teacher.

### **Printing**

Printing facilities are provided and pupils are encouraged to only print when absolutely necessary to minimise the impact on the environment. Colour printing should only be used if the pupils' work requires it.