



SHAPWICK SCHOOL

ACCEPTABLE COMPUTER & MOBILE PHONE USE POLICY

Introduction:

The use of the latest technology is actively encouraged at Shapwick School but with this comes a responsibility to protect both students and the school from abuse of the system.

All pupils, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices within the school, irrespective of who is the owner or whether used on or off school premises. All pupils are expected to behave responsibly on the school computer network, as they would in classrooms and in other areas of the school.

The Policy:

1. Personal Safety:

1.1 Always be extremely cautious about revealing personal details and never reveal a home address, phone number or email address to strangers.

1.2 Do not send anyone your credit card or bank details without checking with a teacher.

1.3 Always inform your teacher or another member of staff if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.

1.4 Do not play with or remove any cables etc that are attached to a school computer.

1.5 Always be yourself and do not pretend to be anyone or anything that you are not on the Internet.

1.6 Do not arrange to meet with anyone you have met on the Internet – people are not always who they say they are.

1.7 If in doubt ask a teacher or another member of staff.

2. System Security:

2.1 Do not attempt to go beyond your authorized access. This includes attempting to log on as another person, sending e-mail whilst masquerading as another person, or accessing another person's files. Attempting to log on as staff or as ICT will be dealt with severely. You are only permitted to log on as yourself – a "student" log in is available but only to be used in class in order to participate in lessons. Passwords can be reset on request.

2.2 Do not give out your password to any other pupil – if you do and they do something wrong logged on as you, you will be held responsible. If you suspect someone else knows your password change it immediately. This password should be changed at least once a term and be at least 6 characters long and be alpha numeric i.e contain both letters and numbers.

- 2.3 Do not make deliberate attempts to disrupt the computer system or destroy data; e.g. by knowingly spreading a computer virus.
- 2.4 Do not alter school hardware in anyway.
- 2.5 Memory sticks can be used on computers and is encouraged as a way of creating a backup copy of work.
- 2.6 Do not knowingly break or misuse headphones or any other external devices e.g. printers, mice.
- 2.7 You may use your own headphones but they will be supplied for ICT in Yr10.
- 2.8 Do not attempt to connect to another student's laptop or device while at school. Establishment of your own computer network is not allowed.
- 2.9 Do not eat or drink whilst using the computer.
- 2.10 Do not email or play games in unless a member of staff has given permission.

3. Inappropriate Behaviour:

Inappropriate Behaviour relates to any electronic communication whether email, blogging (e.g. online diaries), texting, journal entries or any other type of posting / uploading to the Internet.

- 3.1 Do not use indecent, obscene, offensive or threatening language.
- 3.2 Do not post or send information that could cause damage or disruption.
- 3.3 Do not engage in personal, prejudicial or discriminatory attacks.
- 3.4 Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- 3.5 Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.
- 3.6 Do not post or send private information (including images) about another person without them agreeing first.
- 3.7 Do not use the Internet for gambling.
- 3.8 Bullying of another person either by email, online or via texts will be treated as bullying as covered in the Anti Bullying policy.
- 3.9 Do not access material that is profane or obscene, or that encourages illegal acts, violence, or discrimination towards other people.
- 3.10 If you mistakenly access such material please inform your teacher or another member of staff immediately or you will be held responsible.
- 3.11 If you are planning any activity which might risk breaking the acceptable use policy (e.g. research into terrorism for a legitimate project), an appropriate member of staff of the relevant subject must be informed beforehand.
- 3.12 Do not attempt to use proxy sites on the internet.
- 3.13 Do not take a photo of another student or member of staff without their permission.

4. Email:

4.1 You may use web-based email, however its use is outside the control of the school and is the maintenance of the account is the responsibility of the user.

4.2 Do not reply to spam mails as this will result in more spam.
Delete them and inform ICT.

4.3 Do not open an attachment from an unknown source. Inform ICT as it might contain a virus.

4.4 All emails sent by pupils especially during the school day, reflect on Shapwick School so please maintain the highest standards.

4.5 Do not use email (including web mail) during lessons unless your teacher has given permission.

4.6 Do not send or forward annoying or unnecessary messages to a large number of people e.g. spam or chain mail.

4.7 Do not join mailing lists without the prior permission of ICT.

4.8 Only send mail to a distribution list if you really have to.

4.9 If you receive an email sent to you in error please inform the sender immediately.

5. Plagiarism and Copyright:

5.1 Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the Internet or anywhere else.

5.2 You should respect copyright. Breaking copyright law occurs when you reproduce a piece of work that is protected by copyright. If you are unsure whether or not you can use a piece of work, you should request permission from the copyright owner. This includes music files and the copying of CD's etc.

6. Privacy:

6.1 All files and emails on the system are the property of the school. As such, system administrators and staff have the right to access them if required.

6.2 Do not assume any email sent on the Internet is secure.

6.3 Network access, web browsing and mails on the school system may be logged and routinely monitored to ensure the acceptable use policy has not been broken.

6.4 If you are suspected of breaking this policy, your own personal laptop / device and mobile phone can be searched by staff with the permission of your parents.

6.5 The school reserves the right to randomly search the internet for inappropriate material posted by pupils and to act upon it.

7. Software:

7.1 Do not install any software on the school system.

7.2 Do not attempt to download programs from the Internet onto school computers.

7.3 Do not knowingly install spyware or any sort of hacking software or device.

8. Sanctions:

8.1 Sanctions can vary depending on the severity of the offence, from a warning or withdrawal of Internet use, to exclusion. Any breach of any law or act may lead to the involvement of the police or any other relevant authority.

9. General and Best Practice:

9.1 Think before you print – printing is expensive and consumes resources, which is bad for the environment.

9.2 Priority must be given to pupils wishing to use the computers for school use.

9.3 Always log off your computer when you have finished using it. Do not lock the computer so that others cannot use it.

9.4 Always back up your work if you are not saving it on the school system. Every effort is taken to ensure that work on the system is not lost but it is the responsibility of the user to backup work. Be careful if you only have a copy of your work on a memory stick or floppy disk as you could lose it.

9.5 Avoid saving or printing huge files.

9.6 If someone makes you an offer on the web or via mail, which seems too good to be true, it probably is.

9.7 Passwords should be alpha numeric i.e. contain both letters and numbers.

9.8 Observe health and safety guidelines – look away from the screen every 10 minutes to rest your eyes and make sure your chair is positioned and adjusted.

9.9 Be considerate and polite to other users.

9.10 Housekeep your email regularly by deleting old mail.

9.11 Leave your computer and the surrounding area clean and tidy.

9.12 If a web page is blocked that you feel you have a legitimate use for please ask ICT and it can instantly be unblocked if approval is given.

9.13 The Internet can become addictive. If you feel you are spending too long on it please ask a teacher or another member of staff for advice about whether this is safe.

9.14 If you are leaving the school for good please ensure you have saved any files or email you want to keep to a memory stick or CD to take home, as these files will be deleted.

10. Laptops, PDAs, ipods, tablet pcs and WiFi enabled phones.

If you wish to use your own device, you can only connect it via the wireless network – the password is advertised in school. Your laptop or device must have adequate security protection, such as, up-to-date anti-virus software installed.

Do not attempt to use hacking tools.

The use of web cams is discouraged although may be used with permission.

11. Mobile Phones:

11.1 Do not use a mobile phone during lessons – normally you should not have phones in school but on Saturdays and prior to going home they should be turned off.

11.2 Do not take photos or videos with a phone during lessons unless the member of staff has given permission.

11.3 Do not take photos of people without their permission.

11.4 Bullying by text or any other method will be treated in the same severe manner as any other form of bullying.

11.5 Do not attempt to hack into someone else's device via Bluetooth or any other method.

12. Music / Video players e.g. iPods

12.1 The use of such devices is banned during lessons unless the teacher has given permission.

12.2 Do not connect such a device to the school network / school computers.

12.3 Do not break copyright laws by illegally swapping music / video files or using the school's internet access to download illegally.

12.4 Do not listen to music in lessons whether via CD's or mp3, online streaming etc unless the teacher has given permission.

13. Other Electronic Devices:

The ICT policy above also covers other electronic devices such as laptops and mobile phones while they are being used at school. However, none of these devices are covered by the school's insurance and the school accepts no liability for them. All devices should be security marked and kept in laptop lockers where possible. This also includes items such as digital cameras and mp4 players etc.

Although Shapwick School employs filtering, anti-virus and security technology no system can be 100% guaranteed. The school cannot accept responsibility for the loss of work or the transmission of an infected file.

This policy was adapted to suit Shapwick School in September 2011 and will be reviewed on or before 01/09/2012

APPENDIX 1

SHAPWICK SCHOOL

Mobile Telephone Contract to be Issued and Applied in the Event of a Concern

Name:

Tutor:

Boarding House if applicable:

Type of Telephone:

Mobile Telephone Number:

I hereby agree to behave responsibly with my mobile telephone in accordance with the advice/instruction given

- I will not have a mobile telephone in my possession or in my bag during the school day.
- I will restrict the use of my telephone on weekdays to after 2nd Prep and on Saturdays to after normal lessons.
- As a boarder I will give my telephone to my Houseparent for safekeeping at the end of every evening.
- I acknowledge my responsibility for my telephone if misused by a friend.
- I accept responsibility for loss or damage to my telephone.
- I accept that if my telephone is confiscated, that my parents will be notified by my tutor/houseparent and asked to collect it. If this happens I understand that I am under threat of a permanent ban.

Signature of Student.....Date.....

Signature of Parent.....Date.....

Please hand this for into the School Office for distribution to Houseparent/Tutor