



Westbourne School

Westbourne Road, Sheffield, S10 2QT (Tel: 0114 266 0374)

Senior School ICT Acceptable Use Policy (AUP)

Person Responsible	Online safety coordinator - Miss Baker
Date Written	Sept 2021
Review Date	Sept 2022

This document should be read carefully for your information. Parents and children are requested to fill in the agreement form, this will arrive by email, your response will be automatically received at Westbourne School.

Access to technology is a privilege and not a right and its use is governed by this policy. Students are responsible for good behaviour on the internet just as they are in a classroom or elsewhere in school. Violation of this policy will result in disciplinary action (e.g. privileges being withdrawn).

User responsibility

Students are solely responsible for action undertaken or attempted from their user area. It is the student's responsibility to access the school's online resources responsibly and appropriately. School accounts are for the purpose of school related study and should be used with due consideration for the rest of the community who share their use.

These rules apply to all computers, mobile phones, tablets, laptops, electronic storage devices, smart watches and other wearable technology that students might access their account from. All students must be aware that inappropriate online behaviour out of school will be treated as if it were conducted on school premises.

School Equipment

- Do not install, attempt to install or store programs of any type on school devices without permission.
- Do not damage, disable or otherwise harm the operation of school devices.
- Do not eat or drink near any computer equipment.
- Unchecked USB flash/pen drives must not be used.

School laptops can be loaned out to students. Students and a Parent/Guardian must first read and sign the School's Loaned Devices Policy. You can ask for a form at reception or in your Computer Science lesson.

Security and Privacy

Students should:

- Not give their password to others, or use passwords to access another student's account.
- Ensure their school account is locked when they are not using it, so that it cannot be used by anyone else.
- Respect, and not attempt to bypass security in place on their school account or attempt to alter the settings.
- Avoid the accidental spread of computer viruses. Email attachments that are suspect or from unknown sources should not be opened.

- Not access or sign up to inappropriate content using their school account details, this includes games, social media or any website that has not been approved by a teacher.
- Never tell anyone they meet on the internet their home address, telephone number, school name, or send them their picture.
- Never arrange to meet anyone that they have met online. People you contact online are not always who they seem.

Staff may review files and communications to ensure that students are using the system responsibly. All computers have monitoring software installed to ensure they are being used appropriately. Inappropriate and unacceptable use will result in disciplinary action.

Bringing Your Own Device

Students can bring their own laptop to school and can connect to the school Wifi network. Students and a Parent/Guardian must first read and sign the Bring Your Own Device Policy. You can ask for a form at reception or in your Computer Science lesson. Misuse of a device may result in it being confiscated in the same way as a mobile phone would be.

The Internet and Working Online

Students should:

- Only use their school account for study or for school authorised activities (online games, video clips, etc are not school authorised activities).
- Not use their school account to view, download, send or print materials which are unlawful, obscene or abusive.
- Not use their school account in any way that annoys, harms, offends, insults or upsets others.
- Respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright law.
- Not upload any material onto the internet that is any way connected to Westbourne (e.g. videos to YouTube, Instagram etc)
- Only use their school email for school purposes.
- Ensure that any communication with others when using their school account is polite and responsible.
- Be aware that any inappropriate communication could lead to being blocked (e.g. muted from commenting on Google Classroom).
- Not use their school account for social communication with peers.

Data Protection Act

All information recorded on student accounts will be held by the school in accordance with the School's Data Protection Notice, a copy of which is available on request and can also be found on our website.

Distance Learning

If a period of distance learning is required students should:

- Be online during school hours and follow the published timetable of lessons where possible.
- Ensure they are sitting in a well lit space that is appropriate for the comfortable use of the device they are using.
- Take regular breaks of 5-10 minutes between every lesson. During these breaks they should get up and move around. Morning break and lunchtime should be spent off their school account entirely.
- When video conferencing, students should ensure they are in an appropriate place in their home, and are appropriately dressed. They should communicate politely and should not disrupt the learning of others.

If a student does not have access to the equipment required to access their school work, a parent or guardian should contact the school.

During distance learning, any inappropriate use will be reported to form tutors and parents/guardians.

Agreement

Please review the above ICT Acceptable Use Policy (AUP). You will be sent a link to an electronic form. Please follow the link to fill in the form. In the form you will be asked to agree to the following statements:

Student

I accept the above policy:

I have familiarised myself with the terms and conditions of the Westbourne ICT AUP. I understand my responsibility as a user and the consequences of misuse.

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Senior School Westbourne ICT AUP and, having understood its terms and conditions, I grant permission for my child or the child in my care to use any technology and access the school network. I understand that the school network is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide online safety but the school cannot be held responsible if students act in breach of this policy. I further understand that wilful violation of the policy will result in disciplinary action.