



ICT ACCEPTABLE USE POLICY

The internet and other information and communication technologies such as mobile phones are powerful tools, which offer new and exciting opportunities for everyone for study, work or leisure. These technologies can promote creativity and enhance learning.

Not only do you have a right to **safe internet access** at all times, but you also have a responsibility to ensure that you follow school rules and act in a safe and responsible manner at all times.

This Acceptable Use Policy is intended to ensure:

- That all pupils at Wycliffe will be responsible users and stay safe when using the internet and other communications technologies for educational, personal and recreational use.
- That Wycliffe ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Wycliffe will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect pupils to be responsible users. This Acceptable Use Policy covers all of your actions whilst you are present on Wycliffe campus and includes access to the internet via handheld devices and, for example 3G dongles. Please remember that this policy is in place to protect you and all of the other users of the Wycliffe network.

This Acceptable use policy is part of Wycliffe's ICT vision to become an "*E-Safe and E-Confident*" school. You have a right to be safe and can report any Online Safety issues to the E-Safety Officer(s), to a prefect, head of house, housemaster or any another member of staff at Wycliffe. Wycliffe's E-Safety Officers are:

Mrs K Corbin, Deputy Head Pastoral (Designated Safeguarding Lead)
Mr B Ittyavirah, Director of IT

Acceptable Use Policy Agreement

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

I understand that, for my own personal safety:

- The school will monitor my use of the ICT systems, e-mail and other digital communications.
- The school reserves the right to check the contents of any computer or storage media where there is reason to suspect that this AUP or other school rules have been breached.
- My username and password are confidential to me - I will not share them, nor will I try to use another person's username or password
- I will be aware of "stranger danger", when I am communicating online. I understand that:

- I should only contact people on the internet that I have met in real life
- I will not disclose or share personal information about myself or others when online
- If I arrange to meet people that I have communicated with online, 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 of anything that makes me feel uncomfortable when I see it online

When using ICT resources in school I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended primarily for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work (unless I have permission)
- I will not use the school ICT systems for online gaming (unless allowed by a member of staff) or file sharing. Video and audio streaming (e.g. YouTube, iPlayer) are only allowed with the permission of a member of staff.
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

I will act as I expect others to act towards me. When using ICT:

- 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 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 take or distribute videos or images 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 personal hand held / external devices (mobile phones / tablets / USB devices etc.) in school if I have permission from a member of staff. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 programmes 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 school equipment or software, however this may have happened. I will report this to the teacher in the lesson, my housemaster or any other member of staff.
- I will not deliberately introduce files containing viruses to the school network.

- I will not open any attachments to e-mails, unless I know and trust the person or organisation that sent the e-mail, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install, or attempt to install, programmes of any type on school machines, or try to alter computer settings.
- I will not boot up any operating system other than that configured by the school.
- I will only use social networking sites with permission and at the times that they are allowed.
- I will not plug my laptop into the wired network.
- I will not access, or even try to access, without permission material which is:
 - Violent or which glorifies violence
 - Criminal or glorifies criminal activity (including drug abuse)
 - Racist or designed to incite racial hatred
 - Materials related to extremism, terrorism or radicalisation
 - Of extreme political opinion
 - Pornographic or with otherwise unsuitable sexual content
 - Crude, profane or with otherwise unsuitable language
 - Blasphemous or mocking of religious and moral beliefs and values
 - Offensive in the normal context of a broadly Christian school
 - In breach of the law, including copyright law, data protection and computer misuse
 - Belongs to other users of ICT systems and which they do not have explicit permission to use
 - Bypasses Wycliffe's internet filtering (e.g. proxy sites)

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

- I will ensure that I have permission to use the original work of others in my own work, and where I do so I will note this.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- 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 a deliberate attempt to mislead me.

Cyber-bullying

Cyber-bullying is the use of ICT, particularly mobile phones and the internet, to deliberately upset someone else.

At Wycliffe all pupils have a right to feel safe and are protected from all forms of cyber-bullying. Examples of cyber-bullying include:

- Sending or making nasty text messages or calls, instant messages or e-mails, including anonymous e-mails, threats, intimidation and harassment
- Videoing other people being harassed and sending these to other phones or internet sites
- Taking or sharing humiliating images or videos

- Sending nasty, threatening or anonymous messages using chat rooms or message boards
- Using someone else's account to forward rude or mean emails
- Forwarding unsuitable content, including images or clips or sending computer viruses
- Making and sending inappropriate content using a webcam
- Posting nasty comments, humiliating images or videos on social networking sites
- Accessing someone else's social networking site account and sending unpleasant messages or altering/deleting/publishing information

I understand that by engaging in any of the aforementioned activities, I will be in breach of the Wycliffe AUP and the anti-bullying policy.

I understand that I have a right to be safe and can report any online safety and/or cyber-bullying issues to the E-Safety Officer(s), to a prefect, head of house, housemaster or any another member of staff at Wycliffe.

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

- I understand that Wycliffe has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community.
- I understand that if I fail to comply with this AUP, I will be subject to disciplinary action. The sanction will be appropriate to the offence and in line with the school discipline policy.
- If I behave irresponsibly I understand that I may also be denied full access to the school ICT facilities and that the school will act strongly against anyone bringing Wycliffe into disrepute. I understand that my parents will be informed and in the event of illegal activities, the police may be involved.