

# The Piggott School

## Student Acceptable Use Policy

### You have a Right to

- Be safe online
- Use the school IT facilities to promote your learning.
- Be respected

### With these rights come responsibilities

#### This is what you must do...

- Use school computers to support your learning
- Using appropriate internet sites for research
- Use the school website and your user area to store and access school work
- Use software to enhance the presentation of your work.
- Use your school email address to communicate with other members of the school community – students and staff.
- Write careful and polite emails – only write what you would also say to someone in person.
- Respect copyright laws – reference all websites used in your work, use quotation marks if copying and pasting and acknowledge the source if you are rewording or summarising someone else's work.
- Report anything you find on the internet that makes you feel uncomfortable to a teacher.
- Report any damage or faults involving equipment or software, however this may have happened.
- Use a web camera when you are talking to friends or family.
- Use my personal hand held / external devices in school if I have permission. I understand that, if I do use my own devices in school, I will follow the do's and don'ts set out in this agreement, in the same way as if I was using school equipment. In addition
  - I will take full responsibility for my device as the school are not responsible for the security of my own device
  - My device must be in silent mode whilst on the school site.
  - I will not use my device to cheat on assignments or tests.
  - I will comply with teachers' request to shut down the computer or close the screen.
  - The school has the right to collect and examine any device that is suspected of causing a problem or was the source of an attack or virus infection.

#### This is what you can't do...

- Use external email addresses e.g. hotmail to communicate with other students or staff in school.
- Send anonymous messages and chain letters.
- Reveal personal information through email, blogs, messaging or through publishing content on websites or social networking sites.
- Use social networking sites at lunchtime/afterschool if not permitted by the teacher in charge.
- Download music illegally
- Hack into other student's user areas or emails.
- Students must not take, manipulate or upload photographs or video unless permitted to do so. Any student who records, photographs or videos without permission will be sanctioned. The privacy of our staff and students is of utmost importance.
- Share passwords and accounts
- Copy work from the internet and make out it is your own work.
- Use a web camera to talk to strangers.
- Attempt to set up or use any proxy by-pass software in order to by-pass the school internet filter
- Attempt to gain unauthorised access to any part of the school network that is not available from my personal logon, either via the network or the internet.
- Send and display offensive messages or pictures.
- Use obscene language.
- Open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Waste printer ink and paper.

Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

#### This is what will happen if you are not responsible

- Visiting sites not permitted by the teacher – consequences applied by teacher / HoD
- Using non school email accounts – teachers will not reply back
- Downloading music illegally – this is theft – SLT investigation / consequences
- Hacking into a private user area – this is forced entry – SLT investigation / consequences
- Sending/Forwarding nasty emails – this is abuse to students and staff – SLT investigation / consequences
- Uploading photos against the wishes of anyone on them – SLT investigation / consequences
- Writing/forwarding anonymous messages and chain letters – this could be bullying – SLT investigation / consequences.
- Using mobile phone and social networking sites, without permission, during school hours – Phone/ handheld device will be confiscated and parent/carer will need to collect.

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

- I use the school IT systems and equipment
- I use my own equipment in school e.g. mobile phones, ipods. Cameras, laptops etc
- I use my own equipment out of school in a way that is related to me being a student at the school eg communicating with other users of the school, accessing school email, VLE, website etc.

Name of Student ..... Tutor Group..... Date.....

Signed.....