

## Harlington Upper School Student IT AUP

### Student Agreement for safe usage of school computers

School computers and related equipment are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for using the resources, including the Internet, sensibly and appropriately, just as we expect anywhere in the school.

#### Equipment

- Do not install or store programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk and is unacceptable. Deliberate damage to any ICT equipment may result in the cost of replacement being charged to the student and/or their parents/guardians, as well as disciplinary action.
- Only use the computers for educational purposes. Activities such as non educational games, buying or selling goods are inappropriate and waste valuable time and resources.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Protect the computers from spillages by never eating or drinking in the same room.
- Please leave the equipment in good order with the monitor, keyboard and mouse arranged in the usual way.

#### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never reveal your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is unacceptable behaviour.
- Computer storage areas will be treated as open to scrutiny. Staff may review your files and communications to ensure that you are using the system responsibly.
- E mail between staff and students should relate to school business only

#### Internet

- You should access the Internet only for study or for school authorised/supervised activities. You must not use the system for social networking at all.
- Use of social media sites are only to be allowed under strict supervision of a teacher for educational purposes only.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.

#### Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing, abusive or aggressive behaviour is unacceptable.
- E mail can be sent externally but only on matters relating to school work.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

**Please read this document carefully. Continued access to the Internet will only be allowed provided to adhere to this agreement. If you violate the terms of this agreement, you will be subject to disciplinary action and the withdrawal of your IT account for a fixed period of time.** For serious violations, exclusion from school may be imposed. Where appropriate, police may be involved or other legal action taken.

As a student at the school, you are agreeing to follow these guidelines above when:

- You use the school ICT systems and equipment
- You use your own equipment in school. This includes laptops/netbooks, PDAs and mobile phones with internet/wifi capabilities.

**Please keep this document in a safe place for future reference.**

## **BRING YOUR OWN DEVICE (BYOD) Sixth Form students only**

### **Background**

The School recognises that as technology has changed more pupils have access to Internet capable devices. This should be seen as a resource and provide an opportunity to enable quick and easy access to the Internet to enhance learning. Therefore, students in the Sixth Form are permitted to connect to the school wireless network using their own, personal device for educational purposes only.

### **Guidelines for use of personal devices**

- The use of personal devices falls under the school's IT Acceptable Use Policy. Using the device for personal reasons is not allowed.
- Use of personal devices during the school day is at the discretion of teachers and staff. Pupils must use devices as directed by their teacher or for private study in the designated study areas.
- The use of a personal device is not to be a distraction in any way to teachers or other students.
- Attempting to bypass or alter the system settings would be regarded as unacceptable behaviour and would result in a school sanction.
- Personal devices should not be charged at school.
- Use of personal devices to access the internet in school via the students own 3G/4G mobile connection is at the students discretion and any inappropriate behaviour related to its usage while at school could result in a school sanction based on the schools behaviour policy.

### **Access to the wireless network**

Sixth form students should connect firstly to the wireless network using the school's generic wireless password followed by their usual student login when prompted.

Students who use the school wireless network should not tether or create a wireless hotspot with their device.

### **School Liability Statement**

Students bring their devices to use at school at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible.

Harlington Upper School does not accept responsibility for:

- Personal devices that are broken while at school or during school activities
- Personal devices that are lost or stolen at school or during school activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- The school will not be liable for any viruses, malware or spyware contracted while using the wireless network within school.
- Any inappropriate or illegal sites visited or actions taken using the school wireless network will result in immediate action in line with the schools acceptable IT usage policy and school behaviour policy.