



Have faith...believe you can!

ICT ACCEPTABLE USAGE POLICY

Date for review: September 2021

These conditions of use have been drawn up to protect the interests of the school, its staff and students. These conditions will be reviewed annually to reflect changes in technology / circumstances.

The ICT facilities are owned by the school and are available for all students, staff and other authorised users subject to the conditions detailed here. All use must comply with the Computer Misuse Act 1990 and Data Protection Act 2018.

Conditions:

- ICT systems provided by the school, including but not limited to; the Internet, email, Wi-Fi, digital media, mobile technologies, online storage etc. will only be used for school purposes at all times.
- I will only log on to any system with my own username and password and will always log off when finished.
- I will never tell any other member of staff / student what my password is and will change it immediately if I suspect someone knows it.
- I will not download or install software on school devices, nor will I run executable files, script files etc, from USB drives or other external sources.
- Activity that threatens the integrity of the school's facilities, or activity which corrupts other systems, is forbidden.
- I will not deliberately browse, download, forward or store material that could be considered offensive or illegal. If I accidentally come across such material, I will report it immediately to a member of staff. The school will take all reasonable precautions to ensure that users access only appropriate material. It is not possible, however, to guarantee that particular types of material will never appear on a terminal, given the international scale and linked nature of information stored on the Internet.

The school cannot accept liability for any such material accessed, or any consequences thereof.

- I will make sure that all electronic communications with students, teachers or others are responsible, sensible and polite, particularly as electronic communications can be forwarded to others without my knowledge. Occurrences of 'Cyber Bullying' – the use of electronic communications to humiliate, intimidate or make someone feel uncomfortable will be dealt with under the school's anti-bullying policy. I understand that this includes the use of social media, texting, etc, outside school where members of the school community are involved.

- Images/video/audio of staff and/or students will only be taken with permission from a member of staff and will not be distributed outside the school network without the permission of the person(s) concerned.
- I will not publish comments or information online that specifically name the school, staff or students without prior consent. This includes social network sites such as Twitter, Facebook, Instagram, YouTube, etc.
- I will respect the privacy and ownership of others' work at all times.
- I will not attempt to bypass the Internet filtering system or other systems in place to monitor the school network.
- When sending emails or accessing other electronic forms of communication, I will protect myself and others by not giving out personal information.
- If a student deliberately causes damage to IT equipment in the school, either through inappropriate behaviour or using the equipment in an inappropriate manner, then he/she (or his/her parents) will be liable to pay for any costs incurred.
- I accept that the school reserves the right to monitor my use of ICT.

iPads

For students who are part of the school iPad scheme in Years 7 to 11, the following will also apply:

- I will take care of my iPad and protect it from damage.
- I will not remove the case provided under any circumstances, as this will invalidate the insurance and warranty.
- I will bring my iPad to school fully charged every day.
- I will not change the name of my iPad from the one set by the school.
- I will not switch off the "Find my iPad" feature so that my iPad can be recovered if lost or stolen.
- I will not remove any profiles installed on my iPad by the school or install new ones without permission.
- I will only access my iPad in class when given permission by a member of staff.
- I understand that the school and my parents can and will check my files, emails, app list and the internet sites that I visit to ensure I use my iPad safely and properly.
- I will not add any credit or debit card details to my iCloud or iTunes account.
- The iPad should always be logged in to the iCloud account associated with your school email address when in school.
- I will not use a mobile data connection or 'hotspot' to access the internet on my iPad while on school grounds.
- I will only record sound, photos and video on my iPad, in school, with permission from a member of staff.
- Only 'white-listed' apps are allowed on iPads within the school 1:1 device scheme.
- 18+ age rated apps and a range of other apps are not allowed to be installed on the iPads and will not be 'white-listed' unless where there is an educational purpose sanctioned by the school, for instance the 'Documents' app is rated 18+ in the app store but used to access files in school.
- I will read and comply with the 'Guidelines for iPad Usage' which are found at the back of the iPad Scheme Booklet on our website or in the appendix [here](#)

Bring Your Own Device Scheme (BYOD)

For students in the Sixth Form or in Years 7 to 11 whom provide their own iPad or other device, the following will also apply:

- I will bring my iPad / device to school fully charged every day (optional in the Sixth Form)
- I will only access my iPad / device in class when given permission by a member of staff.
- I understand that the school and my parents can and will check my files, emails, app list and the internet sites that I visit to ensure I use my iPad / device safely and properly.
- I will accept responsibility for keeping my device and digital accounts secure including ensuring it is password protected.
- I understand that the school does not take any responsibility for damage caused to my device whilst it is in school, it is my responsibility to take care of it.

APPENDIX

Guidelines for iPad Usage

These guidelines are to make sure your child understands the rules for looking after their Digital Mobile Device. Please read through the information below with your child and make sure he/she understands it.

Your responsibilities:

- It is your responsibility to keep your device safe and in good condition. The device provided is fairly robust but could be damaged if you drop it or knock it into walls, desks etc. or if you throw it around in your bag.
- When carrying, it is essential to look after and respect this valuable resource. We are privileged to have access to this technology to enhance learning. You must always carry your device in its protective case. This will protect it from damage when travelling to/from or moving around the school.
- You should always be aware that just like you, all other students have fragile and very valuable devices in their bags. With this in mind, bags should not be thrown or pushed into other students' bags in the corridor or in the playground.
- Keep your device secure at break/lunch or during PE by using the pin-code lockers provided or in your own locker.
- Every student should always ensure they place their device securely on the desk when in class.
- You must bring your device to school fully charged every day.
- It is your responsibility to safeguard your work. Save everything onto your network 'My Documents' via the Documents app, utilise free cloud technology such as One Drive. If you do not know how to do this then find out! The Digital Leaders are available to help you.
- Keep the device away from liquids that could damage it.
- Keep your device's 'passcode' secret and change it regularly. (You are responsible for remembering it, we cannot recover it without resetting the device which means wiping it!)
- Be sensible about where, when and how you are using the device. For example, it is not sensible to have it on display whilst travelling to and from school, keep it in your bag.
- Sometimes your teachers might ask you to put your device to one side; you must respect that and do so immediately.
- When using it at home respect your parent's/guardian's rules in the same way you respect the school rules – if they ask you to put it away then do, if they say you cannot use it in your bedroom then don't!

The Rules :

- The school reserves the right to examine the device at any time and carry out any changes deemed necessary to allow it to operate efficiently and securely.
- The devices are insured against accidental damage but there is a charge of £50, which your parents will have to pay if the device is damaged and needs to be repaired. If you damage your device deliberately then this will not be covered by the insurance and your parents will have to pay for the repair/replacement.
- Do not leave your device unattended. If you are not using or carrying it, it must be locked up either in your locker or one of the school's pin-code lockers. Please note these can only be used during PE/extra-curricular sports. If your device is stolen whilst unattended, the insurance will not pay for it and your parents will have to replace it at their own expense.
- Any damage or problems with your device must be reported to the IT Department, who can be found in room 34, in the first available break.
- Do not remove any software installed by the school.
- Do not remove the management profile that has been installed on the device.
- Do not install any software for which you do not have a valid licence - this is illegal.
- Do not attempt to 'jail-break' the device. Doing so will invalidate the warranty and insurance.
- Never shut the case with anything between the screen and the case as this will scratch/break the screen. It is also essential that nothing is jammed into any of the sockets as this could break the socket.
- Do not attempt to personalise or vandalise the device or the case as this will mean any damage will not be covered by insurance and you may have to meet the cost of repair. The cost of a replacement case is £20.
- Do not remove the name and security stickers that have been placed on the device.
- Avoid tightly wrapping up the charger cable or pulling it hard as this will expose the cables and make the charger dangerous to use. This sort of damage will mean you will need to buy a new charger as it will not be safe to use, as any exposed cables will mean you are at risk of receiving an electric shock. The cost of a new charger is £35.
- If a device is damaged more than twice in a 12 month period or more than four times in total, the insurers reserve their right to turn down the claim. There is a limit of 3 claims for a screen repair per iPad. If this applies then individual students will be responsible for meeting the full cost of the repair.
- You must submit the device willingly for periodic health checks and updates.
- You must adhere to the mobile device policy and not use your device between 8.50am and 3.25pm other than in the allocated Tech Zones.
- Don't download games and social media apps as you will not be able to use them on the device – although the app store will still allow you download any apps only 'white-listed' apps will open on the device (even if you've spent money on one!) You can put an app forwards to be 'white-listed' by emailing a link and a brief reason to helpdesk@sjb.surrey.sch.uk, however there is no guarantee it will added!
- There are help guides and videos on the Helpdesk that cover many common functions.
- In the event of a dispute regarding the interpretation of the wording of this policy, the IT Manager's decision will be final.