Pupil Acceptable Use Policy

Hardenhuish wants to make sure that its pupils and students use ICT systems safely and appropriately. Our Online Safety policy explains what uses are safe and appropriate. This part of the policy explains how you can use school ICT services appropriately, makes sure the school ICT services are secure, and allows us to provide you with access to digital tools that will help you to learn. All staff, pupils, parents, volunteers, and governors help to make sure this policy is followed.

We provide ICT services at school and beyond to help deliver the best possible education for our pupils. However, using technology such as the internet can expose you to risks including:

- Access to illegal, harmful, or inappropriate content
- Unauthorised sharing of or access to personal information
- Exposure to grooming
- Distribution of personal images without consent
- Inappropriate communication including with strangers
- Cyberbullying
- Exposure to information that may not be accurate, of high quality, or relevant
- Plagiarism or copyright infringement
- The potential for excessive use which impacts on educational, social and emotional development

These reflect off-line risks so this policy is applied alongside the positive behaviour and safeguarding policies.

You must use school ICT services responsibly so that risks to your safety, the safety of others, and the security of the ICT services are minimised. Therefore:

- Hardenhuish will monitor and record your use of school ICT services including on personal devices and school-managed devices used outside of school.
- You must not share your password with anyone else, including members of staff or parents. You must not use anyone else's username and password to log in, even with their permission.
- You should be aware of the dangers of communication with strangers online. Take an adult with you and meet in public if you meet someone from online in the real world.
- You should keep personal information about yourself private, only sharing it with trusted individuals and organisations.
- You must not look for inappropriate or illegal content online, and if you see anything that makes you feel uncomfortable you should report it to your Pastoral Manager or another trusted adult. If you prefer, send an email to esafety@hardenhuish.wilts.sch.uk.
- You should not make personal use of school ICT services without permission from a member of staff.
- You should not use school ICT systems to access gaming, gambling, or shopping services.

- You must show respect to other people and should not change, copy, or remove anyone else's work without their permission.
- You should be polite and respectful when you communicate with other people. You must not use aggressive or inappropriate language. You should be respectful of different opinions to your own.
- You must not create, broadcast, publish, share or otherwise distribute images, videos, or audio recordings of anyone unless you have their permission. You must not create, broadcast, publish, share or otherwise distribute content that may bring the school into disrepute. Unless you have explicit permission from a member of staff, whilst in school you must not create, publish or share images, videos, or audio recordings of pupils or staff, even if it's only intended for a small number of people.
- You must not use software or personal mobile internet connections to bypass school filtering systems.
- You must not use school ICT systems in a way that negatively impacts other people who use the systems.
- You should report any problems with school ICT systems to helpdesk@hardenhuish.wilts.sch.uk, however they may have occurred. Don't try to fix broken equipment yourself.
- You should not open any attachments or links in emails unless you are expecting them from the person who sent it.
- You must not download or install any software to school devices.
- You must not use USB sticks or external hard drives unless the Exams Office tells you to.
- You should check that information you see online is correct and be careful how you use it.

If you bring your own ICT equipment into school:

- It remains your responsibility. The school isn't responsible if it's not working, damaged, lost, or stolen.
- You may only use mobile devices, including wearable technology such as smart watches, when a member of staff gives you specific permission to use them in their class. Otherwise, these should remain switched off in your bag during the school day.
- You must connect the equipment to the internet through the school's BYOD wireless network.
- You must ask Estates staff to complete a PAT test on any electrical equipment that is plugged into the mains.
- You must not connect your equipment to the school's ICT equipment unless you have permission from the ICT Support team.
- You must protect your device with a passcode, password, or biometric authentication if you are using it to log in to school ICT services. Passcodes or passwords must be different to those you use anywhere else.
- You must only use school systems to communicate with other pupils and staff.

You are responsible for your actions in and out of school. Therefore:

- Consequences will be given if you misuse school ICT systems, or behave inappropriately outside of school in a way that is linked to your membership of our community, e.g. cyberbullying.
- Staff may confiscate any technology that can store data, including mobile devices or USB sticks, if they believe it has been used inappropriately.
- If there are any parts of this policy that you don't understand, you should ask a member of staff for advice.