



Student Acceptable Usage Policy

To ensure that students are fully aware of their responsibilities when using all information systems, they, and their parents are asked to sign this acceptable use policy.

Hardenhuish School ICT facilities always remain the sole property of the school, and as such these facilities are here for students to further their education. This policy is here to protect all parties involved, including students, staff, parents, school and community.

- I understand that the use of the school ICT system is covered by the Computer Misuse Act and accessing any system without permission may be a criminal offence.
- I will only use the Internet connection provided by the school for my education, as guided by a member of staff.
- I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that I am responsible for the loss or damage of any ICT allotted to myself within the school and that I may be charged for damage caused to my or other individual's equipment. Such damage could result in the loss of access to ICT within the school.
- I understand that my use of school ICT is monitored to ensure my safety both in and out of school.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without explicit permission from the ICT Support Manager.
- I will respect copyright and intellectual property rights, and I will not engage in plagiarism using any online system or service, and will not use AI services to complete work for me.
- I will not take part in any activity that threatens the security of the school ICT facilities, or that of other organisations systems.
- I will not use the ICT facilities to access any inappropriate materials, including any pornographic, racist, violent, offensive or other websites not directly relevant to lesson activities, and I will report any incidents of concern regarding ICT, e-bullying or abuse/damage to a member of staff as soon as possible or send an email to esafety@hardenhuish.wilts.sch.uk.
- I will ensure that electronic communications with other people including email, instant messaging and social networking do not offend anyone or bring the school into disrepute and that they cannot be misunderstood or misinterpreted.
- I will follow any other policies relating to ICT within the school, including the E-Safety policy.
- I will not use USB sticks or external hard drives unless the Exams Office tells me to.
- I will not take images, videos or sound recordings of staff and students without their permission.
- I will keep my personal information private, and not share it or communicate with strangers online.

BYOD – Bringing your own device to school

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, and only for school purposes. Otherwise, these should remain switched off in your bag during the school day.
- If permitted, 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 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, 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.

To be signed by Parent,

I have read, understood and accept the Acceptable Use Policy.

Signed: Name: Date:

To be signed by Student,

I have read, understood and accept the Acceptable Use Policy.

Signed: Name: Date: