

Acceptable Use of ICT Policy

Learner School Policy

The Liwa International School for Girls



Liwa International School for Girls Policy Document

Contents

| | |
|--|---|
| INTRODUCTION..... | 3 |
| 1. ACCESS | 3 |
| 2. E-SAFETY | 3 |
| 3. COMPUTER SECURITY | 4 |
| 4. INAPPROPRIATE BEHAVIOUR | 5 |
| 5. MONITORING | 5 |
| 6. SOCIAL NETWORKING | 5 |
| 7. SANCTIONS | 6 |
| 8. LEARNERS ACCEPTABLE USE AGREEMENT | 7 |

ACCEPTABLE USE AGREEMENT DISCLOSURE: LEARNERS

Policy Document

Introduction

The use of the latest technology is actively encouraged at the Liwa International School for Girls. With this comes a responsibility to protect all users and the school from abuse of the system. All staff, learner and parents, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices (such as tablets, music equipment, games equipment, cameras and laptops) within and outside the school, which are owned by the School.

It is unlikely that any set of rules can cover all circumstances that may arise. The following set of rules is not intended to be a complete list of all possible “offences”. The emphasis is on outlining standards of performance and behaviour which are expected of LISG Staff, Learner and any other users of LISG ICT technology systems and Services.

1. Access

As a learner at LISG, I have access to the following ICT facilities:

- 1.01 Computers, laptops, notebooks and specialist equipment in or outside the school.
- 1.02 Smartboards and visualisers in teaching rooms.
- 1.03 A secure username and password for logging into school computer systems
- 1.04 An accredited, filtered Internet connection from any Computers, Laptop or Mobile Device in school.
- 1.05 An allowance of personal user space on the school network.
- 1.06 A personal ICT technology system such as notebook to be used both at School and Home.

2. E-Safety

- 2.01 I will ensure that I am aware of e-safety and how it applies to me and everyone else.
- 2.02 I will report any accidental access to inappropriate material to a member of the staff team immediately.
- 2.03 I will report any inappropriate websites to my teacher or the ICT Network Manager or any member of the staff team.
- 2.04 I will be vigilant when searching for images and use royalty free image sites.
- 2.05 I will always be myself and will not pretend to be anyone or anything that I am not on the Internet.

3. Computer Security

- 3.01 I will use all ICT technology systems with care and leave ICT equipment as I found it. I will not tamper with computer/notebook systems or devices (e.g. printers and projectors) and their cabling, internal parts or casings
- 3.02 If I notice that ICT equipment or software is damaged or not working correctly, I will report it via a member of the Staff team straight away.
- 3.03 I will never try to bypass security features or systems in place on the network, or try to access resources or a user account that I do not have permission for (hacking).
- 3.04 I will never attempt to install software on Computers, Notebooks, Mobile Devices or ICT Equipment myself or without permission from the School.
- 3.05 I will always keep any of my user account credentials secure and not tell them to anyone else or share them with anyone else.
- 3.06 I will not under any circumstances allow anyone else access to a computer under my logon credentials
- 3.07 I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending emails whilst pretending to be another person or accessing another person's files. If I find that I do have access to an area that I know I should not have access to, I will inform a member of the staff team immediately.
- 3.08 If I think someone else has obtained my logon details, I will report it to my teacher or ICT Technician as soon as possible to get my logon credentials changed
- 3.09 I will never knowingly bring a computer virus, spyware or malware into school.
- 3.10 If I suspect a school computer/notebook or a removable storage device that I am using contains a virus, spyware or other malware, I will report this to the ICT Technician or my teacher.
- 3.11 I will not attempt to connect to another user's laptop or device while at school. I am not permitted to establish my own computer network
- 3.12 I will take care I do not eat or drink whilst using ICT equipment.
- 3.13 If I need to print, I will notify a member of the staff team.

4. Inappropriate Behaviour

4.01 I will not store, download or distribute music, video or image files on my personal user space unless they are copyright free media files related to school work.

4.02 I will not send or post defamatory or malicious information about a person or about school.

4.03 I will not post or send private information about another person.

4.04 I understand that bullying of another person either by email, online or via text message will be treated with the highest severity.

4.05 I will not use the internet for gambling.

4.06 I will not access material that is disrespectful obscene, or that encourages illegal acts, violence or discrimination towards other people.

4.07 If I mistakenly access material that is disrespectful or obscene, I will inform a member of the staff team immediately or I may be held responsible.

4.08 I will not attempt to bypass The School Proxy.

4.09 I will not take a photo or video of a learner or member of staff without their permission.

5. Monitoring

5.01 I understand that all Internet and email usage will be logged and this information could be made available to a member of the Senior Leadership Team on request.

5.02 I understand that all files and emails on the system are the property of the school. As such, system administrators have the right to access them if required.

5.03 I will not assume that any email sent on the internet is secure. I will use the school email signature with a disclaimer.

5.04 I understand that all network access, web browsing and emails on the school systems and laptops are logged and may be routinely monitored on any computer screen without a person's knowledge.

5.05 I understand that there will be a charge for repair or replacement for any loss or damages caused to the IT facilities and equipment provided by the school.

6. Social Networking

6.01 I will ensure that any personal social networking accounts that I have are not used or accessed in School hours.

6.02 I will never create a bogus social networking account or site that is associated with a member of staff, learners or the school.

6.03 If I become aware of misuse of Social Networking accounts or sites that are associated with a learner or the school, I will inform a member of the staff team or ICT Network Manager immediately.

6.04 I will not use social networking sites to communicate with any member staff.

7. Sanctions

08.01 I understand that failure to comply with this Policy May lead to disciplinary action.

8. Learners Acceptable Use Agreement

9.01 I understand that the Acceptable Use Agreement is only a summary of the ICT Acceptable Use Policy (Learner) and that by signing the Acceptable Use Agreement I will adhere to the Acceptable Use Policy (Learner).

The Liwa International School for Girls: Acceptable Use Agreement: Learner

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies for my personal use.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address for school purposes. (if provided)
- I will make sure that all ICT communications within school with peers, staff or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or the ICT Technician/Coordinator.
- I will not give out any personal information such as name, phone number or address across the internet.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, peers or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I will respect the school technology systems provided to me and not cause damage deliberately. (Any damages or loss will result in monetary charges for repair or replacement)
- I will report any damage caused to the school technology systems immediately to my teacher or ICT Technician.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

I agree to follow the rules outlined in this agreement.

Signature **Date**

Policy Document -Letter

Dear Parent/ Carer

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all learners to be safe and responsible when using any ICT equipment or services. It is essential that learners are aware of E-Safety and know how to stay safe when using any ICT.

Learners are expected to read carefully and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or The School's ICT Coordinator.

Please return the bottom section of this form to school for filing.

Learner and Parent/ carer signature

We have discussed this document and agrees to follow the ICT rules and to support the safe and responsible use of ICT systems and services provided by The Liwa International School for Girls.

Parent/ Carer Signature

Learner Signature.....

Form Date

(Please sign and return Page 7 & 8)