# Myddelton College School ICT Acceptable Use Policy

**Rules and guidelines governing the use of IT equipment in school**
The School is committed to maintaining, appraising and improving the ICT facilities that our community enjoys. The School acknowledges that ready access to ICT facilities and an awareness of how to use them fully and responsibly forms an important part of education. The purpose of this policy is to promote the responsible use of our facilities.

## a) The School IT Rooms and Equipment

1. Users must treat all equipment with proper respect. They must report any damage to equipment or computer rooms immediately it occurs. The rooms are to be kept tidy and clean; no food or drink may be taken into the rooms; no dirty games kit or dirty footwear may be worn in the rooms.
2. Users are responsible for their own passwords and user areas, and **should not allow other people access to them**. Users must not store or download programs in their user areas.
3. Users may not use the school computers for games playing unless specifically sanctioned and supervised by a member of staff.
4. Users may only use the computer rooms at the times designated to them on the published notices. When a scheduled class occupies a computer room, pupils other than those in the class will not have access to the computers unless prior permission has been given by the class teacher.
5. Users should not use another pupil's tablet or device unless specifically sanctioned and supervised by a member of staff.
6. Pupils are responsible for any personal equipment and should treat theirs and each other's belongings with proper respect. The School cannot be held responsible for damage caused to a pupil's device due to the neglect of appropriate protection or improper care.

## b) The Internet

1. Users must not access, or attempt to access, areas on the Internet that could be considered in bad taste or that could be seen as potentially harmful to users or the school network. The participation in any chat room or instant messaging system is not permitted.
2. Users may use email only if they do so responsibly. No email messages may be sent, either within the school or to external email addresses, if they contain anything offensive or vulgar. To do so is an offence under the Malicious Communications Act 1988 and the Communications Act 2003.

3. Similarly, anyone receiving email that is in bad taste must report the occurrence to a member of the IT staff.
4. Using school equipment for the production and publication of web pages to the Internet, without permission from the school, is forbidden.
5. The School subscribes to an Internet filtering service and all users are required to sign in. The service provides access to appropriate materials to children, to Sixth Form and to staff users.

## c) <u>The Law</u>

1. Users should be aware of the laws of the land which relate to the use of computers. The main laws are *The Computer Misuse Act*, *The Copyright Law, and the Data Protection Act*. (Summaries of each are published on the computer room noticeboards). In particular, these laws deal with computer activities such as hacking, misuse of personal data, software theft, and access to other users' work. Pupils found in breach of these or other computer related laws may face severe sanctions.
2. Users must also be aware of the implications of several laws (including the Obscene Publications Act) in respect of the creation, storage, and transmission of computer images and text. The courts do not hesitate in handing out severe penalties, even to juveniles, to those who break these laws.
3. Use of any electronic means to send offensive or hurtful messages or material to or about another person is also an offence under the Malicious Communications Act 1988, the Communications Act 2003, the Protection from Harassment Act 1997 and the Public Order Act 1986.

## d) <u>Privilege and Responsibility</u>

1. The use of the personal devices, School computers, the computer rooms and wifi network is a privilege. With this privilege goes the responsibility of reporting all observed misuse to a member of staff. The School invests heavily in facilities for the benefit of our community. It is everyone's responsibility to preserve them.
2. Many modern laptops and tablets have a capacity even greater than aging computers. They are powerful tools for communicating and enhancing education when used responsibly. All usage of these devices is governed by the Acceptable Use Policy.
3. Mobile phones may be brought to School. However, use of these should be dictated by courtesy and good sense. It is dangerous and unsightly to walk around School while using a phone, so use should be restricted to House areas. Mobile phones should never be switched on in lessons, nor should they be used to record digital images (the School's Photography and Digital Images Policy applies).