ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY

IT Acceptable Use Policy - Pupils

September 2024

SECTION 1: Policy Statement

With computers and emerging technology becoming an integral part of our daily lives, this policy should serve to ensure its safe and effective use. St Chris provides hardware and software for pupils to use primarily for educational purposes. In return for this provision, all users should agree to play an active part in ensuring that these systems are used responsibly and they should remember that access is a privilege not a right.

SECTION 2: Application

2.1 Equipment

2.1.1 Do not attempt to install any software on school-maintained hardware.
2.1.2 Any school-maintained equipment that is not functioning correctly must be immediately reported to the member of staff who is supervising the lesson. Do not attempt to fix the problem yourself.
2.1.3 Malicious damage to IT equipment will not be tolerated under any circumstances.
2.1.4 Do not attempt to modify or remove any hardware maintained by the school.

2.2 Privacy and Security

2.2.1 Users must never disclose their username or password to anybody else.
2.2.2 Similarly, it is not permissible to use another user's credentials to access the school network.
2.2.3 No attempt should be made to alter security settings as this may put the network at risk.
2.2.4 Hacking or the deliberate attempt to access restricted areas of the network is not permissible.
2.2.5 No images or video shall be taken of anyone or distributed without previous consent from all parties concerned.

2.3 Internet, Email and Digital Communication

2.3.1 Pupils must not use third party software or other means to circumnavigate filtering and or security features of the network including but not limited to VPN software.
2.3.2 Large, excessive downloads are not permitted unless authorised by a member of staff.
2.3.3 No playing of games, other than for educational purposes, within the Library or ICT classrooms.
2.3.4 Using the Internet/network to obtain, send, store, print, display or transmit material which is obscene, abusive or unlawful, will not be tolerated.
2.3.5 Users must, at all times, respect the ownership rights of materials and abide by copyright laws. This includes accessing, copying, altering, removing or uploading files owned by other users.

2.3.6 Pupils should remain polite when communicating with others and shall not use foul, aggressive or inappropriate language.

2.3.7 To ensure the safety of users the school monitors the use of ICT systems including email and other digital communication in line with government recommendations.

2.4 Social Networking

2.4.1 The accessing of social networking and or chat facilities during timetabled lessons is not permissible.

2.4.2 The use of social networking to intimidate, harass or bully another user will not be tolerated and will be dealt with in line with the Behaviour Policy.

2.4.3 The school's duty of care extends outside the classroom/school day. Malicious or offensive use of social media may be followed up by school, even if it takes place outside the school environment or school hours. (eg. online, at home, at a weekend).

2.5 Accountability

2.5.1 I understand that all users have an equal right to use technology and I will aim to make use of the systems in a responsible manner.

2.5.2 I also understand the school has the right to take action if I am involved in any incident deemed to be of an inappropriate nature covered in this agreement. This may include loss of access to the network, disciplinary procedures in line with the schools behaviour policy and in the event of illegal activities, involvement of the police.

2.5.3 Whilst the School encourages students to access the internet on their own devices by means of the schools secure Wi-Fi network, it is recognised that students may have access via their own 3G/4G network provision. When accessing the internet via these, unmanaged networks the pupils need to be made aware that Section 2 of the School Policy, outlined above, still apply.

This policy will be reviewed annually and may be amended to reflect the ever changing nature of the digital world.

Responsible and Accountable Persons	**Name**	**Position**
Responsible	Alistair Phillips	Assistant Head (Pastoral)
Accountable	Rich Jones	Head
Date Policy Approved	September 2024	
Review Period	Annually	
Review Date	September 2025	

Version History	**Amendment Date**	**Amended by Whom**	**Previous Version Stored Where (If Applicable)**
Previous version	September 2018	Rich Jones (as Deputy Head)	Policy Archive Folder