

Hazelwick School

Student IT Acceptable Use Policy

Introduction

This policy outlines an acceptable code of conduct for the use of the IT equipment and systems within Hazelwick School.

The school provides computers and networked resources for student use in teaching classrooms and other resource areas. As part of this facility, Internet, e-mail and school-owned software are available for use on the proviso that these resources are used for the purpose of education.

It is the school policy to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Hazelwick School is a party. The downloading and/or installation of unauthorised software and applications are expressly forbidden.

Privacy

The purpose of the provision of IT facilities is for use in connection with teaching, learning, research, and other approved activities by the school. The school therefore reserves the right to monitor, inspect, copy and review files and activity at any time and without prior notice.

Each student is given a unique username and password that allows them access onto the system and which also provides them with the ability to save their work into their own secure area. This area must be used for educational purposes only.

Copyright

Many of the resources found on the Internet are copyright protected, including music and video. Students may only use all or part of a copyrighted work if they have the copyright owner's permission or if the use of the work falls under a legal exemption. Students should check the documents they are viewing for appropriate statements indicating copyright ownership and usage. It is the student's responsibility to respect these rights including all copyrights.

Network and Computer Etiquette

- Be polite. Use appropriate language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another.

Security and Accountability

- Students should not use the services of the school, Internet and/or e-mail to obtain or send such material which is against the law or published school policies (examples include, *articles/files which are sexist, homophobic, racist, obscene, copyright protected or promote illegal behaviour*).
- Students are advised that all email sent from an email account is the responsibility of the individual account holder.
- Students are advised that the use of email to send personal data (*e.g. about staff or students*) to a third party is expressly forbidden under the Data Protection Act.
- Passwords should not be reused with other external systems.
- Files saved on the networks are the responsibility of the individual student.

- Students are advised that in the event of a security breach they must inform a member of staff and ensure that passwords are changed in order to be as secure as possible. Where the monitoring system picks this up automatically the account password will be reset and the student informed through the student Head of Year.

Service Usage

- Students should always respect the privacy of other users' files.
- Students should be polite and appreciate that other people might have different views than their own. The use of strong language, swearing or aggressive behaviour is not tolerated online in line with the school behaviour policy.
- Students are advised that computer-based audio services are provided for work-related and studying purposes only.
- Students are advised that their network accounts will be deleted when they leave Hazelwick School and it is the responsibility of the student to save any files before leaving.
- Students must not disclose any password or login name to anyone
- Students should not download, use or upload any material which is copyright protected.
- Under no circumstances should students view, upload or download any material which is likely to be unsuitable. This applies to any material of a violent, dangerous or inappropriate context.
- Students should report any breach of this policy to a member of staff, who will then inform the IT Support Department.

Internet Usage

- Students are responsible for good behaviour on the Internet, just as they are in and around school
- The Internet is provided for educational purposes.
- Students must not use chat or play online games
- Individual users of the Internet are responsible for their behaviour and communications over the network.
- Student must not share/upload any personal information or images of any member of the school community.

IT Equipment Usage

- Students should treat IT equipment with respect
- Students should report any computer problems to a member of staff.
- Students must not deliberately damage or vandalise any IT equipment, not intentionally waste resources or unplug any cables from the back of machines
- Students must ensure they log-off the system correctly.

Failure to Follow Policy and Breach of Agreement

Students found to be using the service inappropriately, will automatically have their entitlement to use this facility suspended without notice. A student who violates this policy and breaches this agreement may have their access to the computer network and Internet limited or removed indefinitely.

A student violates this policy if they permit another student to use their account or password to access the computer network and Internet, including any user whose access has been denied or terminated.

Help and Assistance

If you have any questions regarding this policy or require help using the school network, please speak to IT Support.

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