

## ESK IT Acceptable Use Policy for Students

This policy complements the behaviour, anti-bullying and academic integrity policies of ESK. Students are required to accept and act in accordance with this policy as a condition of (a) using school IT equipment and (b) being allowed to bring any technical devices to school. This policy has been designed to ensure personal and collective safety at ESK.

Students, throughout their time at ESK are given guidance on managing their digital footprint and respecting their own privacy and that of others.

All students must follow the policy set out below. Please note that this policy covers all workstations, laptops, tablets, mobile phones and other electronic devices on school premises, **irrespective of who is the owner**. In order to ensure safety and appropriate use, the school has the right to monitor the use of technology by school students.

*I understand that using the school computer network is a privilege and that when using the school computers and network I will:*

1. always behave in a sensible, responsible manner, respecting others at all times.
2. Only log on using my own username and keep my password secret. I will not use anyone else's username and password, or share my username and password with anyone else.
3. Report any suspected breach of network security (whether by myself or others) to a member of staff.
4. Not access any newsgroups, links, web pages or other areas of cyberspace that would be considered offensive because of pornographic, racist, violent, illegal or illicit content.
5. Not use school computer time playing non-educational games or accessing information which is not part of my schoolwork.
6. Always be courteous and use appropriate language both to those around me and those I contact through the network.
7. Never use obscene, harassing or other abusive language in my communications.
8. Immediately report any cases of obscene, harassing or abusive language being used against me or others in the school.
9. Not download/upload software, games, music, graphics or video without my teacher's prior consent.
10. I will follow the school's academic integrity/honesty guidelines as communicated to me.
11. Use any downloaded material in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material in line with the school academic integrity policy.

12. Never reveal personal information including names, addresses, credit card details, telephone numbers or photographs/recordings of myself or others. I must be very cautious about the identity of anyone I only know through the Internet and not arrange to meet them. People are not always who they say they are.
13. Never subscribe to auto-mailing systems; send bulk emails, spam or forward chain emails.
14. Only use the school address where I have permission and will never give out other school details, including telephone numbers.
15. Not use any “chat” activities whilst on school premises as they can be harmful.
16. Not knowingly interfere with or damage the school computers or accompanying/additional hardware, the school systems or network in any way.
17. Report any accidental damage immediately to my teacher or a member of staff in the IT Department.
18. Report any suspected breach of network security or misuse of the Internet or e-mail to a member of staff or the IT department.

**Please note that Year 7, 8 and 9 (Key Stage 3) students may not, as a rule, bring mobile phones or other personal devices to school. If for any essential reason KS3 students absolutely need to have mobile phones with them, they must seek and submit a special permission request form from the Key Stage Coordinator.** In such cases the device must be given to the Secondary Administrator at the start of the day and collected at the end of the day.

**Key Stage 4 students** are permitted to bring mobile phones, or other personal devices, to school, however, the rules below must be strictly followed at all times.

**Key Stage 5/Sixth Form students** are allowed to use their own devices during their *study sessions, breaks and lunchtimes in the Sixth Form Centre, in designated areas*, and strictly as advised by the Sixth Form Coordinator. All the usage rules in this document apply to the use of devices in the Sixth Form Centre.

Please note that the word ‘device’ includes, but is not limited to mobile phones, tablets, smart watches, headphones, and laptops.

*I understand that:*

19. Whilst at school, my device(s) will be in my locker and switched off/put on silent<sup>1</sup>. It is my responsibility to secure any electronic equipment that I bring into school. I may not take out and use my phone/tablet (or any other device) during breaks or lunchtimes, or at any other

time during the school day. I will only use my devices outside of the school day once I am off school premises.

20. During the school day and on school premises, I am not allowed to use any such devices, unless expressly permitted by and with the supervision of a teacher or librarian for educational purposes only.
21. If I am allowed by a teacher to use my own devices, all the previous rules regarding the use of the school computers also apply to the use of my own devices.
22. I am not allowed to attempt to bypass any of the filters or security systems that the school has in place.
23. I will respect others and not take any photos/recording anywhere on school premises unless these are supervised by a teacher and are for educational purposes.
24. If I see any photos/recordings being taken on school premises by anyone, I must report it to a teacher as soon as possible.
25. If I need to contact my parents during the school day, I will do so by obtaining a telephone permit from the Secondary Administrator and making the call from school phones.
26. If my parents need to contact me during the school day, they can do so by calling the school reception on the main school number.
27. My online/group-chat/social media activities during or out of school may not harm others, make them feel uncomfortable or bring the school into disrepute in any way. I will “think before I post”. Respectful and courteous behaviour extends to the use of any and all technical devices to which I have access.

Any breach of the above-listed rules will lead to disciplinary action. Such disciplinary action can include (but is not limited to) verbal sanction, confiscation of device, detention and exclusion from school.

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<sup>1</sup> Locker searches may be carried out to ensure compliance with this measure, as well as for other security reasons.