



ICT Student Users Policy

Vice Principal – Curriculum

Review History

Reviewed	Determined	Cycle	Review	Notes
Spr-18	Spr-18	3	Spr-21	Password protection added
Spr-15	Spr-15	3	Spr-18	
Aut-11	Aut-11	3	Aut-14	
Sep-09	Dec-09	3	Aut-11	



School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Secure Password Protection:

In order for passwords to be secure you must:

- Avoid choosing obvious passwords (such as your names, date of birth etc.)
- Not to choose common password (such as password, 12345, coopers etc.)
- Not write down your password. If you have too many passwords to memorize, record them in a computer file then encrypt the file with password protected. You must memorize this password and do not record anywhere

The system will:

1. Enforce password history – 4 passwords remembered
(When changing password, you cannot use last 4 remembered passwords)
2. Maximum password age – 365 days
(You are now enforced to change your password every 12 months)
3. Minimum password age – 0 days
(You can change your password anytime you wish)
4. Minimum password length – 8 Characters
5. Password must meet complexity requirement – Enabled
Your password must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, \$, #, %)
6. Account lockout duration – 5 minutes
7. Account lockout threshold – 8 invalid logon attempts
If you failed to logon with 8 invalid password attempts, your account will be locked out.



For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:



- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents/carers, exclusion and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student

Year / Class

Signed

Date



COOPERS SCHOOL

Home Copy (to be kept)

ACCEPTABLE USE POLICY (AUP): STUDENTS/PARENTS/CARERS

Parent / Carer name: _____ Year: _____

Student name(s): _____ Tutor Group: _____

As the parent or carer of the above student(s), I grant permission for my daughter or son to have access to use the Internet, school e-mail and other ICT facilities at school.

I know that my daughter or son has signed an Acceptable Use Agreement form **and that they have read a copy of the 'rules for responsible ICT use'**.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the School will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to students.

I understand I will be provided with a username and password to access the parent learning gateway. It is my responsibility to keep this password safe in order to prevent unauthorised access to my child's information. I will contact the school immediately if I suspect my password has been compromised.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / Carer signature: _____ Date: __/__/__

I agree to the use the internet and school technologies sensibly, safely and legally.

Student signature: _____ Date: __/__/__

Use of digital recording, images, sound, photography and video (see information attached)

I also agree to the school using photographs of my child or including them in video/audio material, as described in the document 'Use of digital images – photography, video and audio'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the School, and for no other purpose.

Parent / guardian signature: _____ Date: __/__/__



COOPERS SCHOOL

Use of digital recording – images, photography, video and audio

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.

We follow two rules for any external use of digital images:

1. **If the student is named, we avoid using their photograph.**
2. **If their photograph is used, we avoid naming the student.**

- Where showcasing examples of students’ work we only use their first names, rather than their full names.
- If showcasing digital video or audio work to an external audience, we take care to ensure that students aren't referred to by name on the video or podcast, and that students’ full names aren't given in credits at the end of the piece.
- Only images of students in suitable dress are used.
- Staff are not allowed to record students on their personal equipment without specific permission from the school.
- -----

Examples of how digital recording may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child’s image for presentation purposes around the school; e.g. in school wall displays and PowerPoint© presentations to capture images around the School or in the local area as part of a project or lesson.
- Your child’s image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, school or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child’s could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child’s image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on e-Safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic>



COOPERS SCHOOL

School Copy (to be returned to school)

ACCEPTABLE USE POLICY (AUP): STUDENTS/PARENTS/CARERS

Parent / Carer name: _____ Year: _____

Student name(s): _____ Tutor Group: _____

As the parent or carer of the above student(s), I grant permission for my daughter or son to have access to use the Internet, school e-mail and other ICT facilities at school.

I know that my daughter or son has signed an Acceptable Use Agreement form and that they have read a copy of the 'rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to students.

I understand I will be provided with a username and password to access the parent learning gateway. It is my responsibility to keep this password safe in order to prevent unauthorised access to my child's information. I will contact the school immediately if I suspect my password has been compromised.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the School by promoting safe use of the Internet and digital technology at home and will inform the School if I have any concerns over my child's e-safety.

Parent / Carer signature: _____ Date: __/__/__

I agree to the use the internet and school technologies sensibly, safely and legally.

Student signature: _____ Date: __/__/__

Use of digital recording, images, sound, photography and video (see information attached)

I also agree to the school using photographs of my child or including them in video/audio material, as described in the document 'Use of digital images – photography, video and audio'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent / guardian signature: _____