**Student ICT Acceptable Use Agreement**

**General guidelines:**

* School computers, internet access and e-mail are provided to support pupils in their **academic studies** and to allow efficient communication and access to information for **educational purposes**.
* Students are permitted to bring into school their own device and connect via wireless to the school internet, for the use in lessons. This maybe a laptop, tablet or phone.
* Computer use and internet access are privileges, not rights, and access requires responsibility. The efficient working of the computer network depends on the good sense and co-operation of all users. In using the system, I am accepting this principle.

**Guidelines for the use of the School network:**

Whether using a school computer or personal owned device I agree to observe the following rules:

1. I will keep the details of my log-in secret and not allow others to use it. All material stored in my user area is my responsibility. I will change my log-in details immediately if I believe they have been compromised.
2. I agree to respect the privacy of other users on the network. I will not try to discover their log-in details or access, delete, modify or use documents contained within their user area unless expressly authorised or directed to do so by a member of staff
3. I will use the internet and e-mail facilities responsibly. I agree that I will not use the school network to search for, store or pass on inappropriate images or information. This includes material that advocates illegal acts, discrimination or violence towards other people.
4. I will not use the internet in order to bully, insult, intimidate or victimise individuals within or beyond the bounds of our school community. Social networking sites may not be accessed through school computers, unless authorised by a member of staff.
5. I accept that the school has a responsibility to provide a safe environment for members of the community to use the internet and e-mail facilities. The school must also comply with the law. For this reason restrictions do apply to certain sites. All devices connecting to the school network are subject to internet filtering, I agree that I will not attempt to circumnavigate the school web filtering system and that any attempt to do so will rightly be seen as premeditated and will mean that I am attempting to access material or sites that are strictly forbidden.
6. I understand that playing web-based games is not allowed because of the impact they have on the efficient running of the system. Streaming of video/film or music is prohibited, unless directly related to a classroom activity supervised by a member of staff. Educational games can be used when instructed by a member of staff.
7. I agree that I will not attempt to load software onto the school computers. I also agree that I will not introduce or develop programmes that may harm the overall integrity and security of the school network. The school does not approve any ‘apps’ or updates that may be downloaded onto your personal owned device whilst using the wireless network and any such activity is undertaken at your own risk. The school has no liability for any consequent loss of data or damage to the individual’s device.
8. I agree that I will not use the school network for the purpose of buying, selling or gambling.
9. I agree to not use a personal device to create a wireless hotspot, whilst in school.
10. I will not pass wireless network access codes to any third party to allow them to connect to the school internet.

**Personal Safety:**

In order to ensure that all users are safe whilst using the school network we ask you to respect the following rules and guidelines:

1. Unless required in class as part of an ICT activity, I will not put my or any other person’s personal information on the internet. This includes such things as names, addresses, contact information, school or work addresses. I agree to not take pictures, video or sound recordings of any student or staff member without their prior permission.
2. I understand that it is unwise to contact or communicate with people that I do not know over the internet. It is not always possible to establish whether or not the person introducing him/herself is who they seem to be. Should someone try to contact me I agree that I will inform a member of staff immediately. I will **never** agree to meet anyone that I have met over the internet without my parents’ approval or without taking a responsible adult with me.
3. I will be respectful and use appropriate courtesy and language in all communications. If I receive any communication that contains offensive language, or which makes me feel uncomfortable, I will inform a member of staff immediately.
4. The school wants to provide good computer and network facilities to support students within its community. In doing this it has a duty to provide a safe environment for all users and for this reason I understand that the use of the school network is monitored.

**If I fail to do this:**

* + I may be banned from using the facilities temporarily or permanently.
  + I may have my personal device confiscated.
  + The Head, My tutor, Head of School Section and Parents/Guardians will be informed and action, disciplinary or otherwise, taken in accordance with appropriate policy: in severe cases this may lead to a requirement to leave the school. If it is applicable, the Police may become involved.

# Google Apps for Education (GAFE)

All students are provided with access to a Google Apps account, this is a collection of resources that are an aid to studies at Rishworth School. It provides an easy method to transfer documents between home and school, provides easy collaboration; allows for sharing of resources between the teacher and you or vice versa, as well as you and other students. This allows you to work anywhere on whatever device. All of the **Guidelines for the use of the School Network** (above) apply to your use of Google Apps, however, you should be particularly aware of the following:

1. The Google Apps system is accessed using your usual school network user name and password.
2. Access to Google Apps must only be made via the user's authorised account and password. You must keep the details of your log-in secret and will not allow others to use it. All material stored in Google Apps on your user area will be your responsibility. You will change your log-in details immediately if you believe they have been compromised.
3. Neither Google or Rishworth School guarantee security of any data stored within your Google Apps account.
4. Personal or confidential data must not be stored using this facility.
5. Your Rishworth School Google Apps account should be used for educational purposes and things related to your learning. Private or personal information should not be stored on Google Apps. It is really important that you keep your private information separate from School.
6. Unsafe or inappropriate use of Google Apps may result in the loss of access to your account.
7. When you leave the School access to your account will be removed along with all data stored on your Google Apps account.

# E-mail usage

All students have access to the school email system via outlook web app using their network user name and password. The student email system is monitored for potential misuse and as such should not be regarded as private.

The system is accessible from inside and outside school by typing the following into the address bar in an internet browser: [**http://www.rishworthstudents.co.uk/webmail**](http://www.rishworthstudents.co.uk/webmail) The email system should be used only for educational purposes.

* You should not give away personal or confidential information
* Unasked for or junk email must not be sent, forwarded or encouraged.
* Emails should be used for a positive reason and must not contain material which is in any way likely to offend or to distress others.
* Email addresses are provided to enhance your learning experience so it is important that messages are meaningful. You should ensure that attachments are appropriate to your learning.
* Your school email address must not be given to an external organisation when making personal purchases.
* School email must be used to support school work only, it should not be used as a personal email account.

**Plagiarism**

Plagiarism is intellectual theft. This means that you use someone else’s work or ideas but pass them of as your own. The most common way that someone commits plagiarism is by doing research on the internet and cutting and pasting things that interest them into a project of piece of work without properly crediting the work to the original author. Apart from being very lazy, plagiarism is a very serious offence because it is theft and if you were to plagiarise someone’s work in any exam work the exam board can give you zero for your work and ban you from getting any grades in **any** of their specifications. Where plagiarism is suspected, the school will investigate the matter fully and in addition to any decision that the Board might make will treat the matter very seriously.

**How can I avoid plagiarising someone’s work?**

If you find something that is useful to you for a project you can use the material that you find selectively but you need to properly credit the author (say who wrote the material and where you found it). You should not be tempted to try and copy and paste huge amounts of text and data.

# Rishworth Post

Rishworth Post is our communication system which brings together email, text messaging, secure web-based access to documents, and online reply and consent forms into a single comprehensive package. It is an inclusive system which is available parents, staff and pupils. All students are provided with secure access to Rishworth Post.

Rishworth Post may be used to allow students to see trip information, grades, newsletters and forms sent out to parents, to provide students with information sent out about the school or to allow students to see published external examination results.

# Useful tips

1. **Creation of school network passwords**

Password complexity rules apply on the school system; please use the following guidelines for creating your password:

* 1. Passwords must be at least eight characters long. Current thinking within the ICT industry recommends that three unrelated words create a powerful password e.g. Dublinsofadaffodil1
  2. Passwords may not contain your user log on name or your name.
  3. Passwords may not contain a run of numbers. eg: 1,2,3,4,5,6,7
  4. Passwords must contain characters from at least three of the following categories:
     1. English upper case letters - eg: A, B, C, … Z
     2. English lower case letters - eg: a, b, c, … z
     3. Numbers - eg: 0, 1, 2 … 9
     4. Non-alphanumeric (“special characters”) eg: Punctuation marks and other symbols

You can change your school network password at any point using the Control + Alt + Delete keys to access the facility on a PC keyboard.

All users of the main school network are required to change their password on a 90 day basis. Out of school your password can be changed in outlook web access, however if a password has already expired a new one has to be set from a PC within school.

1. **Saving your work** 
   1. It is useful to create folders in your home directory on the school server for storing files. For example, create an ICT folder for storing work done in ICT lessons and so on.
   2. Choose file names that relate to or describe the file contents. eg: ‘Castles Homework’ rather than just ‘Homework’.
   3. Backups of your work are created at the end of each school day, but it is also advisable to create a backup for yourself on your USB memory stick.
   4. There are limits set on the amount of data that can be saved in your user directory on the school server, this is for school work only and the space should be used wisely.
   5. Personal material must not be saved in storage provided on the school system. (eg: photographs, media or documents)
   6. On leaving the school work saved in your user area will be archived for a period of one month. Once this period has passed, the folder and contents will be deleted.

**Bring your own device (BYOD)**

* Students are permitted to bring their own personal device into school, to connect to the school wireless system as long as it is in good working order. The school cannot guarantee that every device can connect to school internet via wireless and is therefore not responsible for equipment that is purchased for use at the school, but cannot be connected to the network.

Minimum specifications required for connection are as follows:

Operating system: Windows 10, Apple OS v10 or above, Android v6.0 or above, Google Chrome OS - (please be aware, older versions of operating systems may not be supported.)

* The school requires that students apply necessary security measures so secure their personal device. Students must have up to date anti-virus software installed that is available for their particular device.
* The school does not provide technical support for student’s own devices. Users should be competent in the use of their own equipment. The school does not provide direct printing facilities from users own devices.
* In common with other student possessions, Rishworth School does not accept responsibility for the loss or damage of any personal computer equipment, tablet or phone. Students are strongly advised to insure their devices against loss, physical damage, computer virus or cyber-attack, electrical surges etc.
* In the event of loss or theft of personal equipment or if the device is subject to a security breach, the school should notified and the student should change the passwords to all the school’s services accessed from that device, within 24 hours.
* Students should always ensure a personal device is fully charged before bringing it into school as facilities for charging devices in classrooms cannot be guaranteed.

**Rishworth School**

**Student Acceptable ICT Use Policy**

**Agreement**

**STUDENT:**

I have read and understand the Student Acceptable ICT Use Policy and will abide by it.

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STUDENT’S FULL NAME:

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|  |

SIGNATURE:

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|  | DATE: |  |

STUDENT’S FORM:

I have read and discussed the content of this ICT agreement with my son / daughter.

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PARENT’S FULL NAME:

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SIGNATURE:

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| --- |
|  |

DATE: