



Students Internet Acceptable Use

W10

Policy Title: Students Internet Acceptable Use											
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Statutory Policy	Yes	No	On School Website	Yes	No	Parent Portal	Yes	No	Staff Portal	Yes	No

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STUDENTS INTERNET ACCEPTABLE USE (ICT) 1.1

OVERVIEW

The staff at Doha College strongly believes in the educational value of ~~such electronic services~~ **using the Internet** and recognises ~~their~~ its potential to support the curriculum. Every effort will be made to provide quality experiences to students and teachers using ~~this information service~~ **the Internet**, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully, only once has it been signed and returned will access to the Internet be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action.

This document has been written in conjunction with senior students as the end users of this agreement.

This document should be read in conjunction with the Anti-Bullying Policy and the ~~Secondary~~ Behaviour and Sanctions Policy.

You should be aware that the school utilises surveillance software which records and tags any detected instances of inappropriate use of the Internet. This software also restricts Internet access by filtering. However, the growth of websites makes it impossible to guarantee that all offensive or dangerous materials will always be covered.

The school will ensure that:

- Students and their parents are provided with a copy of the acceptable use policy for ICT when the student joins the school.
- Students are regularly reminded of Internet safety rules.
- The ICT **computer science** programs of study teach Internet safety skills.
- Teachers in all curriculum areas using ICT/mobile devices to enhance teaching and learning are aware of, and teach about, Internet safety.
- Students in Key stages 2, 3, 4 and 5 are aware of, and comply with, relevant legislation when using the Internet, including:
 - Data Protection.
 - Computer misuse.
 - Copyright and intellectual property legislation.

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

PERSONAL RESPONSIBILITY

As a representative of the college, I will accept personal responsibility for reporting any misuse of the network to a staff member or senior member of staff. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below. Any usage which brings the name of the college into disrepute will be viewed extremely seriously.

ACCEPTABLE USE

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of Doha College. I am personally responsible for this provision at all times when using the electronic information service.

In lessons I will only use my iPad as an educational tool to aid learning and will only use it when instructed to do so by the teacher during the lesson.

Use of other networks or computing resources must comply with the rules appropriate to that network.

Transmission of any material in violation of any Qatari laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use of commercial activities by for-profit organisations is generally not acceptable.

PRIVILEGES

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. Students with access to the Internet will participate in a discussion with a member of the school staff as to proper behaviour and use of the facilities. Doha College staff will rule upon inappropriate use and may deny, revoke or suspend usage.

NETWORK ETIQUETTE AND PRIVACY

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- *Be polite*- Never send or encourage others to send abusive messages.
- *Use appropriate language*- Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- *Privacy*- Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.
- *Password*- Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of the IT department immediately. IT systems are upstairs in the IT block and can be contacted on help@dohacollege.com
- *Electronic mail*- Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- *Disruptions*- Do not use the network in any way that would disrupt use of the services by others.

Other considerations:

- Be brief. Few people will bother to read a long message.
- Remember that humour and satire are very often misinterpreted.
- Cite references for any facts that you present.
- Respect the rights and beliefs of others.
- Proof read your message to ensure that it is error free and easy to understand.

SERVICES

Doha College makes no warranties of any kind whether expressed or implied, for the network service it is providing. Doha College will not be responsible for any damages suffered whilst on this system.

These damages include loss of data as a result of delays, non-deliveries, MIS-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Doha College specifically denies any responsibility for the accuracy of information obtained via its Internet services.

SECURITY

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a member of the IT staff at once. Never demonstrate the problem to another student.

All use of the system must be under your own username and password unless specifically directed by a member of staff.

Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage or damaging another person's iPad/ personal computer.

ELECTRONIC MAIL

Electronic mail (Email) is widely available via the Internet. Students and staff are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

CHAT SERVICES

Students and staff are not permitted to use the chat services available on the Internet.

STUDENT SOCIAL MEDIA POLICY

You must make sure that you read the Student Social Media Policy, shown below, before you sign this agreement.

If students identify themselves as members of Doha College in their personal social media pages they must act in a way that upholds the core values and rules of the college. This is to prevent negative

information on these sites from being linked with the college and to safeguard the privacy of the student body.

Students must not have contact through any personal social medium with any staff member or Governor from Doha College unless the staff member or Governor is family. Students must decline 'friend requests' from staff members and Governors that they may receive in their personal social media accounts.

Any information students obtain in the course of their study must not be used for personal gain nor be passed on to others who may use it in such a way.

Students should be aware that any contact with staff family members through personal social media is likely to constitute a conflict of interest for that member of staff or call into question their objectivity.

If a student wishes to communicate electronically with staff or Governors, they can only do so using the official designated college email.

Photographs, videos or any other types of image of staff, Governors or other students and their families must not be published on personal webspace without their permission.

Doha College email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.

Students must not edit open access online encyclopedias such as Wikipedia in a personal capacity at school. This is because the source of the correction will be recorded as the Doha College IP address and the intervention will, therefore, appear as if it comes from the college itself.

Doha College logos or brands must not be used or published on personal webspace.

Doha College only permits limited personal use of social media while at school. Access to social media sites for personal reasons is not allowed during lesson time and is only permitted during break times.

Students are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Students should remain up to date with their privacy settings as these are subject to change by the providers.

Students should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

You must not engage in activities involving social media which might bring the name of Doha College into disrepute

You should not discuss personal information about other students at Doha College on social media.

You must not use social media and the internet in any way to attack, insult, abuse or defame students, their family members, members of Doha College staff and Governors.

STUDENT USE OF IPADS

Students are expected to bring their iPad to school every day. It must be fully charged and ready for use in every lesson, if necessary.

Students are expected to have a robust cover for their iPad to protect it against damage.

Students are asked to take care of their iPad by not leaving it behind in locations around the school.

If a student does not have an iPad due to loss or damage those individuals must immediately have their parent email their form tutor, who in turn will inform the child's teachers. A replacement iPad should then be obtained as soon as possible.

In lessons and form time students are expected to use their iPad as an educational tool and should only use it when instructed to do so by the class teacher.

Students are required to have all Core applications downloaded to their device, and any others applications which have been requested by their class teacher/ form tutor.

The use of chat room and messenger services during lessons is expressly prohibited.

Students must use their device in accordance with the [Acceptable Use Policy](#) which all students have signed. This refers to downloading inappropriate content, cyberbullying and access to social media.

Students who fail to bring their iPad to lessons must share with another student, or borrow another iPad from department/library. Mobile phones are not permitted to be used as a replacement to students' iPads.

Students who fail to bring their iPad to lessons will be recorded on Sims. Repeated failure to bring their iPad to school will result in an email home from the Head of Digital Learning.

Students are not permitted to play games on their iPad during school time.

Students in Sixth Form may bring a laptop to their lessons, however this is an additional tool and must not act as a replacement for the iPad.

Doha College operates an invisible and silent policy on mobile phones and headphones. Mobile phones and earphones are not permitted to be used on campus before school, during form time, during break time and during lessons. These can be used by students at 1.20pm.

DIGITAL LEARNING AT DOHA COLLEGE

All references to Doha College's Digital Learning strategy can be found on Firefly - <https://dohacollege.fireflycloud.net/digital-learning-1>

RECORD OF REVISIONS TO POLICY

Revision Date	Description	Sections Affected
November 2015	Location of IT Office	4.1
February 2020	Amendments	'Policy' section
February 2020	Addition of Section 11	Section 11 – Student use of iPads
February 2020	Addition of Section 12	Section 12 – Digital Learning at Doha College

Student Acceptable Use Agreement

APPENDIX TWO

Parent Agreement

APPENDIX THREE

Parent Agreement Re. Photos

DOHA COLLEGE

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

Doha College

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