



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Pupils Acceptable Use of Information Communication Technology Agreement
Date policy updated	16.03.2021
Date policy to be reviewed	16.06.2022
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

- Child Protection and Safeguarding
- Misconduct and Discipline
- School Rules

Clifton High School has many Information Communications Technology Systems (ICT) to help with learning. 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. Pupils should have an entitlement to safe internet access at all times. All services must be used in a safe and responsible manner.

The policy applies when any of the following conditions are met

- Using a school-owned device
- Accessing any of the school's online services
- Using school credentials on any external services
- Using a personal electronic device on the school site

Pupils should be aware that failure to comply with the following Acceptable Use of ICT Policy can result in the temporary or permanent withdrawal of access to any of the School's IT Hardware or Services.

This Acceptable Use Policy is intended to ensure

- Pupil's will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- That all Clifton High School ICT 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 ensure that pupils will have good access to ICT to enhance the learning experience and will, in return, expect the pupils to agree to be responsible users.

Initial Agreement and Key Principles

All pupils must accept this agreement on an annual basis or when any changes are made. The agreement will appear on first logon to a school desktop PC, and an acceptance is required to access the network.

I understand that I must use the Clifton high 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.

1. I understand that the school will monitor my use of the ICT systems, email and other digital communications
2. I understand that the School's IT department can access files, e-mails and other content stored in accounts on-site and services using @cliftonhigh.co.uk or @cliftonhigh.bristol.sch.uk addresses
3. I will be aware of SMART e-safety principles when I am communicating on-line
4. I will not disclose or share personal information about myself or others when on-line
5. 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 will not share material of this nature with other pupils or external contacts
6. At all times, I will be polite and responsible when I communicate online with others
7. I will not take or distribute images of anyone without their permission
8. When I am using the internet to find information, I should take care to check that the information that I find is accurate, as I understand the work of others may not be correct
9. I will not cause intentional harm or degradation to the IT services provided by the school

Use of School Services

1. I will ensure my school password is at least 8 characters in length, not shared with others and is changed every 180 days
2. I will only use the school's e-mail, internet and any related technologies for the purposes of education or for the uses that would be considered reasonable in a school environment
3. I will not share my username and password with anyone or try to use any other person's account credentials
4. I will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
5. I will not use the school ICT systems to access inappropriate online material
6. I will not leave my computer logged in whilst unattended
7. I will not open any attachments to e-mails, unless I know and trust the person / organisation who sent the e-mail, due to the risk of the attachment containing viruses or other malicious code

Use of School Computers and Digital Equipment

1. I will not attempt to circumvent the school's filtering and monitoring systems
2. I will not upload or download inappropriate or illegal material on the school systems
3. I will only use chat and social networking sites with permission and at the times that are allowed and supervised
4. I will not attempt to run applications or games that are not approved by the School's IT department
5. I will not attempt to access any of the secure areas on the school system where permission has not been granted
6. I will not attempt to modify any of the software or files installed on the school's systems
7. I will not tamper or misuse any of the school's ICT equipment
8. I will not connect devices and equipment to the school network using physical cabling without written approval from the School's IT Network Manager
9. I will not run software from a portable medium or cloud storage (e.g. USB Stick)