



## IT POLICY

Effective Date: 3 <sup>rd</sup> January 2017	Title: STUDENT Acceptable Use Policy
	6 Pages
	Originator: IT Department

### Student Acceptable Use Policy

Manor Primary School encourages all students to make full use of ICT to support their learning and personal development. All students have access to the computer network, enabling them to use standard applications and online facilities such as access to the internet and electronic mail.

Students must restrict themselves to usage which is ethical and which we consider appropriate. They may assume that their data is secure against interference by other users. However, their activities may be scrutinised by IT staff during routine system maintenance, or if there is reason to suspect misuse of the network.

Students should ensure that they are aware of the rules which govern their use of the school's ICT facilities. Students are required to sign the Student Acceptable Use Policy before being permitted to use the school network. Guidance notes for acceptable use and best practice form part of this policy document and are available on the network or from the school upon request.

#### A Use of ICT Facilities

These rules apply to all computer facilities that are provided for access by students.

1. Students must treat all I.T. equipment at school with respect and ensure that their computer is left in the same state in which it was found.
2. Students must connect their own mobile devices to the BYOD Wi-Fi when in school and may not use any other mobile or wireless network to access the internet.
3. Students must report immediately to a member of staff any damage to or malfunction of computers, equipment, furniture or fitments.
4. Students must always use their own user identification and password when logging on to the network, and may not attempt to impersonate another user.
5. Students must always log off the network before leaving a computer unattended
6. Students must never divulge or share their passwords with any other person.
7. Only software which has been provided on the network by EC may be run on the machines.
8. Any attempt to bypass security on the computer systems, or to move, disconnect, power down or alter the settings of equipment will be considered a serious breach of these rules.
9. Students may not access, copy, remove or otherwise alter other people's work or files.



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10. Students must be aware of and comply with the restrictions placed on certain kinds of usage, notably the playing of games or other recreational activities, and restrictions placed on specific machines.
11. No food or drink may be consumed when using computer equipment.
12. Students should not look at or delete other people's work or files.
13. Students must ensure that all contact with other people at school is responsible, and must not cyber-bully students or teachers.
14. Students must not reveal any personal details, such as name, address, school or phone number on the internet.
15. For safety, students arranging to meet a new contact from the internet must tell their parent or guardian and they must be accompanied by their parent or guardian at any such meeting.
16. Students must be aware that everything they do on the computers at school is monitored and logged and that the school can speak to their parent or guardian if a teacher is concerned about their online safety or behaviour when using school computers.
17. Students must understand that images of students will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the internet or in the media with permission from the school.
18. Students must never take photos or video of students or staff whilst on the school site or trips, unless permission has been given by a member of staff.
19. On school trips students must not take photos or video in bedrooms.
20. Students must not possess, download or distribute copyrighted information, files and/or software.

### **B The Internet, email and permitted mediums of social networking**

The school's internet access is via a filtered service, although there can be no guarantee that unsuitable material is never available to users. Students are only allowed to use the school email service. No web-based email, chat rooms, forums or other social medium are permitted in school time, unless agreed by staff for curriculum use.



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Students must not:

1. Send electronic communications which are impolite, indecent, abusive, discriminatory or defamatory, or bring the school into disrepute, both during and outside school time.
2. Disclose the personal details of any other pupil to a third party.
3. Upload or download any unauthorised software.
4. Circumvent user authentication or security of any host, network, or account (referred to as "cracking", "hacking", "proxy avoidance" or using anonymity software), nor interfere with the service to any user, host, or network (referred to as "denial of service attacks").
5. Bypass the school filtering systems.
6. Purchase goods or services via the computer network.
7. Use the computer network to gain unauthorised access to any other computer network.
8. Attempt to spread computer viruses or attempt to disrupt or harm the network in any way.
9. Access any inappropriate internet sites or attempt to download, send, print, display or otherwise transmit any material which is unlawful, obscene or inappropriate. Students must check with a teacher if they believe that a website may contain such material. Students must inform a teacher immediately if they find such material during school time.
10. Breach another person's copyright in any material. Students must respect copyright law when making use of images and videos in school work, and must use and attribute "Creative Commons" material as taught in ICT lessons.
11. Only use a mobile phone or mobile device in school when permission has been granted by a teacher. If permission is granted, use a mobile device as if it was a school computer, following all the rules for using school computers.

In addition, students may only use their mobile phones or other mobile devices in school when permission has been granted by a teacher. If permission is granted, they must use their mobile device as if it were a school computer, following all the rules for using school computers. Please refer to the BYoD policy for

further details.

### **C Sanctions for improper use**

Failure to comply with the rules which govern use of the network may result in students being excluded from use of the network, and in punishment in accordance with behaviour management policies, or, in serious cases, referral to the Principal.

Students and parents are asked to sign the Manor Primary School Computer Use Agreement as attached and return to the school.



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Manor Primary School, Dubai

### Manor Primary School Computer Use Agreement

Please complete and return this form to the school.

**Student:**

I have read and understand the school policy & rules for responsible ICT Use, and agree to comply with them. I will use the internet, email and other ICT facilities at school in a safe and responsible way and observe all the guidance and restrictions set out above, including any other advice given by school staff. I understand that these rules are designed to keep me safe and if they are not followed, sanctions may be applied and my parent or guardian will be contacted.

**Parent/Guardian:**

I have read and understand the school rules for responsible ICT Use, and as the parent or legal guardian of the pupil signing below, I grant permission for my son or daughter to use the internet, email and other ICT facilities at school. I understand that the school will take reasonable precautions, including the teaching of internet safety skills to Students, to ensure that Students cannot access inappropriate materials, but accept that the school cannot be held responsible for the nature and content of materials accessed via the internet. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

Manor Primary School reserves the right to modify this policy or any related policies at any time without prior notice.

Student's Name ..... Student's Signature ..... Form .....

Parent's Name ..... Parent's Signature .....

Date: ...../...../.....