



# St Christopher's Church of England High School

# ICT Acceptable Use Policy

## (Main School Pupils Years 7-11)

This policy applies **at all times**, in and out of school hours, whilst using school resources (this includes internet connection while connected to pupils' own devices whilst using St. Christopher's network) and equipment. The school reserves the right to withdraw access to IT resources from any pupil who behaves in an inappropriate manner.

### Pupils must:

- Only access websites and other internet activity that is appropriate for use in school.
- Be aware that your actions on the internet are monitored and thus confidential information should not be transmitted by this medium.
- Be careful of what you communicate to others.
- Treat others, as they would expect to be treated.
- Respect copyright, trademarks and intellectual property.
- Use sensible file names when saving your documents.
- Report any incidence of cyber-bullying to your form teacher or Head of Year.
- Artificial intelligence (AI) must only be used at the direction of staff and always in complete conjunction with the New and Emerging Technologies Policy.

### Pupils must not:

- Tell anyone else your password or log on to the network using someone else's password.
- Send, access or display offensive messages or pictures, or use inappropriate language.
- Use the school's IT facilities for sending personal e-mails, the completion of subscription forms or the conduct of monetary business.
- Take photographs or video of staff or pupils without prior permission.
- Publish on the internet (incl. Facebook or any other social media platforms) material such as text, videos or photographs of staff or pupils without prior permission. This includes using your own resources.
- Use the school's IT facilities to post anonymous messages, or forward chain messages or access chat programs without permission.
- Access the Internet during lesson time without the teacher's permission.
- Save or install mp3, video files, games or third party programs to the school network.
- Access any inappropriate websites, or view unsuitable images or videos.
- Access websites that encourage vandalism, crime, terrorism, racism, eating disorders or suicide.
- Attempt to circumnavigate the proxy and security systems that are in place.

### Please note:

- User-areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.
- Websites that are accessed by pupils are recorded and checked regularly to ensure that all pupils are safe and adhering to the school's Internet policy.
- If you access an unsuitable website by accident or encounter any material that makes you feel uncomfortable, you should notify your teacher.
- Failure to follow the school's ICT Acceptable Use Policy will result in loss of access and further disciplinary action may be taken, if appropriate. If applicable, external agencies such as the Police may be involved, as certain activities may constitute a criminal offence.

### Key Staff:

In addition to your form teacher, class teacher and head of year please be aware of the following people in school:

**Mr D. Pilkington** - Senior Network Manager

**Mr D. Allen** - Assistant Headteacher Responsible for New and Emerging Technologies)

**Mrs L. Williamson** - Designated Safeguarding Lead).