



IT Acceptable Use Policy Pupils

Internet access, Computers and Laptops

The internet holds huge potential – it is a fun and exciting place to explore and it is helping children to learn at home as well as in school. However, it is vitally important that you are aware of the risks so that you can make the most of the opportunities **whilst remaining safe**.

Internet access, computers and laptops are available to support academic work, research and study. In instances where an individual's use of IT is deemed irresponsible or inappropriate, access to the network will be removed for a period of time while the matter is investigated. Please note that the School's firewall retains records of the websites that all users access.

Mobile Phones

Pupils should not bring mobile phones into School; however, if there is a reason for them to do so, it must be handed into the School Office upon arrival and only retrieved at the end of the School day upon departure for home.

IT Guidelines

1. Keep your password secure. Do not tell anyone else what it is. Change it regularly.
2. A secure network is provided to the benefit of all. Respect the safeguards in place and do not attempt to bypass filters or user permissions. Do not use VPN tunnels, Proxy Servers or non-St Andrew's School Internet Services to access on-line material. If a legitimate website is blocked please ask a member of staff to contact IT Services on your behalf.
3. If you are using a computer and you find something unpleasant, obscene or offensive please inform your teacher/ IT Services immediately. Please note that the websites you visit are logged.
4. Never give out personal information (including photos/videos) to anyone you do not know.
5. Keep your personal data (including social media profiles) private.
6. Save your work regularly and backup all of your important files.
7. Avoid wasting file server space. Please delete any out of date or unwanted files. We strongly advise personal files be stored on your personal devices or your personal cloud drives.
8. Think before you print, save paper whenever possible. Print job log files are retained.
9. When using a School device remember to close down and log off your session correctly.
10. Copying software is illegal. Please respect the rights of authors and do not copy from the school network or any other source. Those who do are liable to prosecution.

IT Rules

Please read the following carefully and then print your name, sign and date below to show that you have read, understood and agree to the rules that are in place at St Andrew's to help to keep you safe.

The School values are: be kind, dare to think differently (Prep) / make good choices (Pre-Prep) and be your best self; therefore certain activities are strictly prohibited when using IT, examples include:

- Using IT to in some way harass, insult, embarrass or attack others
- Using IT to view, send or receive obscene or offensive images/messages
- Using IT to gain access to another person's data. e.g. email, user account
- Using another person's device or personal data without their consent
- Using IT to imitate somebody else on any platform, including social media
- Using accounts or passwords of others when making use of IT in any form
- Using IT to plagiarise material or otherwise violate laws of copyright
- Using IT to view, send, receive pirated material
- Deliberately damaging or corrupting computers, systems or network peripheral
- Installing, distributing or promoting malicious software or website(s)
- Deliberately attempting to bypass filters, user permissions or other safeguarding security features of the IT system.

I understand that, if I deliberately break these rules, I could be stopped from using the internet or computers at school and my parents contacted.

Pupil Name:

Pupil Signature:

Date:

Parental Consent

I confirm that I have read, understood and support the School's approach to the acceptable use of ICT.

Pupil's Name:

Parent's Name:

Parent's Signature: Date: