



# Prior Park Schools

## PRIOR PARK COLLEGE

### **Student Acceptable Use of IT Services Policy**

Electronic communication offers a wonderful opportunity to extend knowledge and to develop awareness of the world around us. Thoughtful and responsible use offers multifarious benefits to the community. However, there is also a potential for misuse, leading to time-wasting, nuisance and significant harm. To ensure a safe and secure environment for all individuals at Prior Park College we have clear standards governing acceptable use that all members of the community must respect. The Prior Park College Behaviour Policy defines the wide context and details are stated in the Mobile Devices Policy.

You will find attached a copy of the Schools' Student IT Services Agreement for your reference. Please sign and return the pro-forma indicating that you have read the IT Services Agreement policy and accept it. Pupils must also read and sign the policy, making explicit their grasp of the standards required and acceptance of the standards of the Prior Park College Behaviour Policy and Mobile Devices Policy, which can be viewed on the College website.

The Pupil Diary also reinforces the need for the thoughtful use of the Internet and mobile 'phones, indicating the need for considerate and responsible behaviour. The Community Handbook also stresses the need to use electronic communication media positively, avoiding unhelpful and harmful behaviour. Unacceptable behaviour will encounter sanctions.

We feel confident that a thoughtful approach by the whole community will enable us to use electronic communications to best effect and thank you for your care in this vital area.

**Miss Charlotte Cummins BA**  
**Senior Deputy Head**

## **Student Acceptable Use of IT Services Policy**

As a student at Prior Park you will need to access a wide variety of IT services to support your studies and your life in the school community. These services may be accessed on school or personal devices, on the school site or remotely. This document details how we expect you to use these services as a responsible member of the school.

Both you and your parents or guardian will need to sign the agreement form in order to be able to access school IT systems.

### **How we expect you to use school IT services:**

- Using the school IT system is not the same as using your private computer or mobile device at home - Any activity on school systems (including any personal devices you have connected to the student wifi) may be logged.
- Your teachers and house staff may request to see what you have been doing if they are concerned about your academic progress, personal safety or the safety of other students.
- The Student Data Privacy Notice and ICY System Policy both provide more information about how we record and store your digital activity .
- All school IT systems are there to support your education, but you may also use your access for appropriate leisure activity as specified by your house staff.
- You must never give your school account information to another student or to anyone who is not a member of staff, or attempt to use another's account.
- Do not leave yourself logged on to an unattended computer or make your passwords easy to guess.
- It is advisable that you avoid storing any personal information, photos or videos on your school work areas or email account.
- You should apply all school rules of appropriate behaviour to your school digital activities, including on your own devices.
- You must not use any school system or personal device to bully or harass anyone else in any way.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas. You should never use photography or filming equipment in a manner that may offend or cause upset.
- In particular, "sexting" (the sharing/generation of images/film of a sexual nature or indecent sexually explicit texts/email/messaging/social media) is illegal and unacceptable. The school will follow a formal process, that may involve the Police, in responding to any incident of "sexting".
- The school's counter bullying, cyber-bullying and mobile device policies provide further detail on these areas.
- Any attempt to get around school security systems, or to gain unauthorised access to areas of the system not normally available to students is forbidden. This includes the use of virtual private network services and apps (VPNs) or the storing of files or code in your

work areas that could be used to illegally access the system or threaten the security and safety of other users.

- We also expect you to respect all physical school computer equipment: wilful or negligent damage or tampering with any piece of IT equipment will be treated seriously and have an appropriate response.
- If you find or receive any offensive material, report it to your tutor or the ICT Manager. Any breaches of system security should also be reported.
- School security systems protect you from illegal and inappropriate online areas. Any attempt to access such areas will be reported to your house staff and may result in further action.
- Unacceptable behaviour will encounter sanctions including the suspension of access to the ICT system. Personal devices will be confiscated if misused. Actions which involve bullying will invoke the school counter bullying policy. Illegal actions will be referred further to the appropriate external authorities. Temporary or permanent exclusion may be appropriate for serious misuse or persistent unacceptable behaviour

### **Helpful materials on E-Safety issues**

[www.swgfl.org.uk/safe](http://www.swgfl.org.uk/safe)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.parentzone.org.uk](http://www.parentzone.org.uk)

[www.internetmatters.org](http://www.internetmatters.org)

[www.common sense media.org](http://www.common sense media.org)

[www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware)

[www.ee.co.uk/our-company/corporate-responsibility/keeping-children-safe-online](http://www.ee.co.uk/our-company/corporate-responsibility/keeping-children-safe-online)

### **School Policies**

<http://www.thepriorfoundation.com/school-policies>

## **Student Policies Agreement Form**

Please sign to indicate that you have read, understood and agree to the Acceptable Use of IT Services Policy, Behaviour Policy and Mobile Devices Policy.

Name of Pupil:

Signature of Pupil:

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date: