



**REDHILL HIGH SCHOOL**  
- CLYNDERWEN -

## **ICT Usage Policy**

## **1. Context**

We aim to provide enriching opportunities for all through the ICT systems at Redhill High School. The information systems policy covers the use of ICT by students at the School to ensure it is productive, safe and appropriate.

## **2. Scope**

This policy applies to students.

## **3. Conditions of the Policy**

All students must follow the conditions described in this policy when using school ICT networked resources, summarised below.

- Students are expected to use the network systems in a responsible manner and to report any incidents of misuse to a member of SLT. Students must also accept personal responsibility for reporting any misuse of the network to a member of SLT.
- Student access to the networked resources is a privilege, not a right.
- The School will not be responsible for any loss of data as a result of the system or student mistakes in using the system.
- Students will be expected to use the resources for the educational purposes for which they are provided. Use of any information obtained via the network is at the student's own risk.
- It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy – each student must sign and adhere to the Student ICT Code of Conduct (Appendix 1).

## **4. Reviewing the policy**

This policy will be discussed, reviewed and revised annually, in consultation with students, parents, staff and members of the school community, including the Board of Directors.

## Appendix 1 – Student ICT Code of Conduct

1. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2. I will use appropriate language. I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I will not use language or images that could stir up hatred against any groups or individuals. This includes cyber bullying and any actions likely to harass, cause offence, inconvenience or cause needless anxiety to any other person.
4. I realise that files held on the school network will be regularly checked by the ICT support team and SLT.
5. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
6. I will not trespass into other users' files or folders.
7. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
8. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the ICT Department.
9. I will ensure that I log off after my network session has finished.
10. If I find an unattended machine logged on under other user's username I will not continue using the machine – I will log it off immediately and report it to a member of staff.
11. I understand that I am not allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
12. I am aware that e-mail is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
13. I will not use the network in any way that would disrupt use of the network by others.
14. I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of SLT.
15. I will not introduce portable devices into the network without having them checked for viruses.
16. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
17. I will not download and/or install any unapproved software, system utilities or resources from the Internet.
18. I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
19. I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
20. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
21. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
22. I agree to comply with the acceptable use policy of any other networks that I access.

### Summary:

I agree to follow the school rules on the use of the school network resources. I agree to report any misuse of the network to a member of SLT. If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored or their past use investigated.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_\_\_

**Parent/Carer/Guardian Name:** \_\_\_\_\_

**Parent/Carer/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_\_\_

### Article 17 United Nations Convention on the Rights of the Child

Every child has the right to reliable information from the mass media. Television, radio, newspapers and other media should provide information that children can understand. Governments must help protect children from materials that could harm them.