



Birchwood High School ICT Acceptable Use Policy (Years 12 and 13 Students)

Please read the following conditions and then sign the agreement below.

- Birchwood High School will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

For my own personal safety:

General

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I am aware that Birchwood High School will provide advice or support in relation to eSafety issues; appropriate behaviours and critical thinking skills to enable me to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.
- I understand that the school will monitor my use of systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not modify, corrupt or tamper with another person's computer or data.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not eat or drink in any ICT classrooms.
- I will not use the school systems or devices for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

Internet Use

- I will be aware of the risks when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will be extremely cautious about agreeing to meet anyone I have been in contact with through the Internet. If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and inform and take an adult with me.

- I will avoid the use of chat rooms.
- I will not access, load, save, post or send from Birchwood High School, anything that is or considered to be illegal, offensive, libellous, pornographic, obscene, defamatory, intimidating, misleading, disruptive or may bring Birchwood High School into disrepute. This includes jokes, chain letters, files, emails, clips, images, nudity, racial slurs, gender specific comments, or anything that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, or disability.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
- I will only use social media sites with permission and at the times that are allowed.

E-mail

- I will only use school approved email accounts on the school system.
- I will not send pictures to anyone, unless your teacher has given permission.
- I will not take or distribute images of anyone without their permission.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not send or respond to nasty, suggestive or rude emails or postings on the internet and will always report any received to my teacher.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

Wireless System

Birchwood High School provides a wireless network for sixth form use for access by users who have a compatible wireless device and a current network user account. Any user utilising the connection should be aware of and agree to conditions of use, including but not limited, to the following:

- The School assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the School's guest wireless network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused.
- Wireless access is provided as a free service on an "as is" basis with no guarantee of service. Users are responsible for setting up their own equipment to access the wireless network. Network Technical staff will provide technical assistance if necessary (only with regards to wireless access). A guide for wireless configurations instructions are available at: Root of drive W:\ RM Shared Document. File name: wireless.pdf
- By connecting to the wireless network you agree to keep the setup key and configuration settings confidential and not pass this to students within the lower school.
- Birchwood High School Staff will not provide technical assistance and will not assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the wireless network. It is

recommended that users make a backup copy of any settings before configuring their equipment for use on the wireless network.

- Use of the wireless internet connection is undertaken at the user's own risk. It is the responsibility of the user to protect their wireless devices through use of up-to-date virus protection, personal firewall and any other suitable measures.
- The wireless network may be subject to periodic maintenance and unforeseen downtime.
- The School filters ALL Internet access.
- Any attempt to circumvent School procedures or any unauthorised attempt to access or manipulate School equipment or networks, may result in permanent disconnection from the network and further sanction may apply.
- If you do not agree to the above terms, please do not configure your device for guest wireless connection. If you have configured your device but no longer wish to make use of the provision, or you no longer agree to the terms highlighted above please remove any configuration from the device immediate

Hardware

- I understand that I am responsible for my own user area and any equipment I use.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use a USB pen unless given permission by my teacher to do so if I do I will ensure that I scan the USB pen for threats.
- I will only use my own personal devices (mobile phones / wearable technology etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I am aware that I can use my mobile phone during the school day but only in specific areas such as the Sixth Form Centre and the Café during private study periods. Younger students are not allowed these concessions so I will not use my mobile phone around the school site.

Software

- I will not attempt to load software onto the network or do anything which might damage or remove computer resources i.e. hardware, software, stored information or support notices.
- I will not download executable files from the internet (such as games).
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

When using the Internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where I do use the work of others, I should cite the author for reference.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Social Media Protocols

These sites are not private, despite their claims. Ensure care is exercised. Ensure your Social Media privacy settings comply with the best practice guidelines issued in the Social Media policy. Do not use social media to communicate in any defamatory way about either students or staff related matters outside school.

Twitter Guidance for Students

Principles

Use of Twitter is for the broadcasting of:

- a. educational resources
- b. promotional material or information relevant to Birchwood
- c. information relevant to your academic career at Birchwood High School

Use of the Birchwood High School Twitter accounts is a teaching & learning activity and when using them you should at all times conduct yourself as though you were in school

Following a school Twitter account

1. All school account names will have “Birchwood” or Bwood within the name
2. If unsure of the relevant account, ask your subject teacher to locate it for you

Specific Use

1. Once you have your own Twitter account, you are able to ‘follow’ any school Twitter account
2. Searching for ‘hashtagged’ conversations is a good way of finding specific Tweets that are relevant to you. Your teacher will let you know which hashtags they are using
3. Do not send direct messages to your teachers via Twitter. You should use your school email account or speak to them in person
4. **Your account is your responsibility.** Teachers will not browse, follow or tweet directly to your individual accounts, but you should still think carefully about what you tweet and what impression you give to other people using Twitter

If you are concerned about anything you see or receive on Twitter, please speak to your tutor or to any member of staff.

Bring Your Own Device Policy (Years 12 to 13 Students)

Definition: BYOD, an acronym for Bring Your Own Device, refers to any student-owned / leased electronic device used to complete coursework, classwork, and other work in the process of learning a curriculum subject in a given content area.

- **What You Can Use:** An electronic device that allows you to complete school work or self-directed learning or recreational activities while in school. This means laptops, Android phones, iPhones, iPads, Google Tablets, Windows Phones, and other smartphones and tablets are approved if they allow you to complete your work without burdening school resources (see consequences), or the academic performance of your peers.
 - Please note, you may only charge devices using approved chargers supplied by the manufacturer. No other alternatives can be permitted on the school premises.
- **When in Doubt, Ask:** If you are unsure about whether a device is permitted in a lesson ask your teacher right away and ask if you're unsure about a resource, network, app, or any related device use. We want you to benefit academically from the use of your device without damaging your device, or getting yourself in trouble. When in doubt, ask.
- **Viruses & Malware:** Device security is the responsibility of the owner. Any device that threatens that security of your device, or the software and hardware around you needs to be turned off and/or otherwise corrected.
- **Other Risks:** Device theft, password security, damage from environment hazards and dropping, and interference from nearby devices are your responsibility to prevent, recognise, and/or correct.
- Birchwood High School's network support department is not responsible for maintaining or troubleshooting your devices.
- The school does not provide insurance for your device, you bring it on to school grounds at your own risk.
- **Connection:** All students will use the provided SSID and password to gain access to the wireless network and the Internet. The school does not guarantee connectivity or the quality of the connection.
- **Digital Citizenship:** One definition of digital citizenship is "the self-monitored habits that sustain and improve the digital communities you enjoy or depend on." Keep this in mind every time you send a text, update a social media profile, share a selfie, or recommend a resource to a friend, at school or at home. Your digital actions and behaviour are not only permanent, but deeply impact those around you, even if it's not always immediately apparent how.
- Think about how the use of your device might impact on a classroom environment.
- Approved devices must be in silent mode while in school unless otherwise allowed by a teacher.
- Headphones may be used only with a teacher's permission.
- You must not have your device out outside of the defined sixth form areas including the front of school and school corridors.
- Devices may not be used to cheat on classwork, coursework, or tests or for non-instructional purposes (such as making personal phone calls and text messaging when in lesson).
- You may not use devices to record, transmit, or post photographic images or video of a person or persons in school during school hours or during school activities, unless otherwise explicitly allowed by a teacher.
- Devices may only be used to access computer files on Internet sites which are relevant to the classroom curriculum (see consequences).

- Training: Training is not provided for use of individual devices, apps, or platforms.
- One of the goals of BYOD is for you to use a device that you're comfortable with and accustomed to using under a variety of circumstances.

Consequences

- Should you choose to misuse your device in a lesson environment, a teacher has the right to revoke your permission to use it in a classroom.
- Bandwidth is an important resource to all members of our school community and should be used for learning purposes only. Should you choose to abuse your access to the schools network connection, you will have your bandwidth restricted, or in extreme cases access to the network will be blocked for your device. For example, you should not be streaming media for non-academic purposes (YouTube, NetFlix, Spotify).
- In the event of this happening any attempt to 'get round' restrictions (such as changing the MAC address on your device) will be considered a serious breach of trust that will require the involvement of the Head of Sixth Form.
- Any device use outside of the documented curriculum goals of a given classroom is prohibited, and in some cases punishable by law.
- Disrespectful communication, cyberbullying, spamming, sexting, copyright infringement, trolling, circumventing school filters or related device monitoring, and other abuses of technology will be documented, possibly leading to the loss of BYOD privileges, and enforcement by relevant law agencies.

In addition:

- I understand that I am responsible for my actions, both in and out of school.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement / E-Safety Rules / BYOD Policy I will be subject to disciplinary action. This may include loss of access to the school network / Internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement / E-Safety Rules / BYOD Policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Signed: Date:

Print Name: (block capitals)

Form: