ACCEPTABLE USE OF THE SCHOOL ICT NETWORK

To ensure both student safety and the integrity of the School's ICT facilities, it is important to have a certain number of rules and regulations for the safe and sensible use of the ICT network and all its attached hardware and software.

We have drawn up the Policy below, which outlines our expectations. We are sure that you will see and understand the need for, and importance of, these reasonable guidelines.

We are asking all parents to discuss the document with their child(ren) and to underline the importance of the sensible use of ICT, not only at school, but in the home, too. It may be necessary to restrict usage of the ICT system for any pupils, who have not read and understood the guidelines within this policy.

STUDENTS' ACCEPTABLE USE OF ICT FOR
THE KING'S SCHOOL NETWORK AND THE INTERNET

When I use The King's School's ICT resources, I agree to the following Code of Conduct:

- I will use only my own username and password, when I log on;
- I will not tell any other person my password;
- I will not attempt to use someone else's username and password (even with their permission);
- I will only use the school ICT resources for school purposes;
- I will not download games or other programs from the web;
- I will not attempt to bypass security measures on the school network;
- I will not store music, games or videos in my user area;
- I will report any misuse, damage or vandalism of the school network to the ICT staff;
- I will only access websites that are appropriate for use in school;
- I will not take information from the web and pass it off as my own work;
- I will not use language in emails, text messages or other technology that could be seen as inappropriate, offensive or threatening;
- I will remember that everything that is sent out from The King's School carries The King's School email address and represents the school and its ethos, therefore I will be responsible in my use of email;
- I will not give out my or anyone else's personal details in an email, unless permission has been given;
- I understand that I may not use a mobile phone at school to take pictures or videos of staff or students, and then upload them onto Facebook, YouTube or other similar social networking sites. If I do, I know that this may result in disciplinary action against me;
- I will always act responsibly with the School's Bring You Own Device (BYOD) network, and understand that this Code of Conduct also applies to the use of personal equipment on this network. I understand that any breaches of this Code will result in my removal from the BYOD network and possible disciplinary action;
- I understand that the School is not responsible for the care and security of BYOD devices and that these are brought to School solely at my own risk;
- I understand that if found using the school network or equipment in an inappropriate manner or damaging equipment, I will be banned from using the ICT facilities and disciplinary action will be taken against me, including requiring me to meet the cost of repair and/or replacement.

I am aware that ICT Monitoring software is in use on ALL computers at The King's School. The software runs in the background and may monitor keyboard inputs and internet use, identifying individual user, workstation and time.

Violations of this Acceptable Use of ICT Policy may be recorded and may be used in evidence, as part of any disciplinary or criminal proceedings.

This Acceptable Use of ICT Policy applies at all times, in and out of school hours, whilst using school facilities.