

IT ACCEPTABLE USE POLICY - STUDENTS

THE BUCKINGHAM SCHOOL



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| NAMED PERSON: | MR P ROBERTS |
| ATTACHED COMMITTEE: | FPH&S |
| REVIEWED: | APRIL 2018 |
| REVIEW CYCLE: | 3 YEARS |
| NEXT REVIEW DATE: | APRIL 2021 |

IT Acceptable Use Policy for Students

Students have the right to use the school network and WIFI to learn. This policy outlines the subsequent responsibilities of student access and what *is* acceptable usage.

Students will:

- Follow the **TBS e-safety policy guidelines summarised below:**
 - Have a secure password using a mixture of characters, numbers and symbols.
 - Change their passwords termly, never revealing their password to other students, even to those whom they trust.
 - Inform a member of IT staff immediately if they believe that the security of their password has been compromised. They will be held accountable for *all actions* which take place under their user account.
 - Not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
 - Use **only** their school email accounts in communicating within school.
 - Not download, upload or use any material which is copyrighted without the permission of the owner or acknowledging the source.

- Not undertake any actions that **may bring the school into disrepute.**
 - Not engage in any activity *that threatens the security* of the school network, or access information that they are not authorised to view.
 - Not email or receive any material which is illegal, obscene, defamatory or that is intended to annoy, harass, bully or intimidate another person.
 - Use the internet to make defamatory or insulting comments or images about staff working at the school.
 - Under no circumstances should pupils view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context including images of a sexual nature.

*BYOD and school hardware:

Students with a designated IT need (LS) and sixth form students will:

- Ensure their *own devices* on the network are virus free
- There is no software installed/used that allows bypassing of school filtering (safeguarding breach).
- Devices joining the network must have anti-virus protection and all chargers must be checked for electrical safety.
- Not interfere, change or adapt any school IT hardware including cables, peripherals or electronic devices.
- Food and drink must not be brought into IT suites or consumed in close proximity to IT equipment and left tidy ready for the next user.

Be aware that the school uses software to monitor pupils' use of the internet, memory sticks, laptops and computers. Deleting inappropriate words and images from email and general computer use will not stop the IT Support Department from being able to retrieve them. Breaches in **TBS AUP for students** will result in sanctions being applied in-line with the **TBS Behaviour for Learning Policy**.

Student Signature: _____ Date: _____

Print Full Name: _____

*BYOD – Bring your own devices

*LS – Learning Support

THE BUCKINGHAM SCHOOL – A SPECIALIST SPORTS COLLEGE



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Reviewed: April 2018
Review Cycle: 3 Years
Next Review D: April 2021

Mr Matthew Watkins
Chairman
Governing Body

Signed:

A handwritten signature in black ink, appearing to read 'M. Watkins', with a stylized flourish at the end.

Date: April 2018