

Ellesmere Port Catholic High School

ICT – Acceptable Use Policy for students

All users of the school computer network are expected to adhere to the Acceptable Use Policy when using the school's computer systems.

Accessing the network

Every user of the network has a unique username and password which are used to connect to the network. Users should only logon using their own username and a password that should be kept private and not made known to anyone else. When finished, or when leaving their computer unattended, users should log off properly to protect their work and allow someone else to use the computer.

All passwords need to meet the following requirements:

- Contain 8 or more characters
- Contain a mix of upper and lower case characters, numbers and symbols.

Using another user's logon details to access the computers will result in being banned from the computers and a report being sent to the Head of Year.

Email

All students are provided with an email account. This can be accessed in school by clicking the Email icon on the desktop. There is also a link on the VLE and the school website. At home, this can be accessed from www.outlook.com/edu. Although mobile phones and tablets are not allowed in school, you can link your school email account to your home devices, and we encourage you to use this at home to collaborate and keep on top of work.

Please note IT Services do monitor the email system, and any inappropriate use (for example, sending offensive emails) will be reported to the Head of Year and disciplinary action will be taken.

Saving / Printing your work

Students have been given an area on the network to store their work. We recommend you use clear file names and that you make use of folders (for example give each subject a folder). These folders are backed up regularly, if you lose a file see IT Services as soon as possible and they will show you how to recover it. The most effective way to ensure you don't lose work is to save regularly.

There are many times you will need to print your work, but you should take care that you do not waste paper or print work that is not necessary. Make sure your name and form is on each piece of work your print.

Sixth Form Digital Devices

With written permission from the Head of Sixth Form, we can join a sixth former's personal laptop to our internet connection. To get this set up, please bring the letter, your laptop and its power supply to IT Services.

Due to the way they access the internet, we cannot currently join iPads or other tablets to our internet connection.

Acceptable use of the network

Whether the computers are being used during lessons or outside of lessons, they should only be used for appropriate purposes. The following uses are not allowed at any time:

- Streaming/downloading Music or Video files (except Royalty free music for ICT lessons)
- Playing/downloading games
- Bypassing internet filtering (e.g. using proxy websites)
- Attempts to bypass network security

We ask students to avoid using the computers for these reasons to ensure that the internet can be a stable usable resource for the whole school. As with your home internet, streaming or downloading media/games slows down internet access for anyone wishing to use it for their work. Using the network in an unacceptable way will result in a disciplinary action. The filtering is in place to help protect everybody, and to ensure that all students and staff can only get safe, relevant results to their searches.

Damage to the equipment

Equipment should be treated with care and any damage reported to a teacher or a member of IT Services immediately. When students have finished using their computer they should leave the workspace tidy and the computer ready for the next user. Parents will always be informed if a student damages ICT equipment and they will be expected to meet the cost of repair.

E-Safety

E-Safety awareness will be delivered on a regular basis through assemblies, PSHCE and curriculum subjects using ICT facilities. If a student is having difficulties at any point with an e-safety issue, they should report it to a responsible adult who will pass this information on to the schools E-safety coordinator and the student's Head of Year/Pastoral Lead so the issue can be resolved quickly.

Cyberbullying or the passing on of inappropriate images will be referred to our Safeguarding lead in the first instance who will then make the decision for referral to CEOP or Cheshire Police.

Reporting incidents or concerns

If you would like to report incident or concerns or ask any questions regarding the computer systems and E-safety, please phone the school and ask to speak to the E-safety Coordinator.

Disciplinary action

The typical action taken for the breach of this policy is an internet ban of up to a month. For repeat or severe offences, this can then result in a ban of up to 6 months. Serious incidents such as cyber bullying, sending of inappropriate images, will be reviewed by Mrs J Jones and Mrs C Vile who will decide on the appropriate action to be taken, but will often include Cheshire Police.

Signed on behalf of the Governing Body



(Chair)

Date:

October 2018

Governor Committee

School Community Committee

Date for Review:

July 2019