WEST DERBY SCHOOL

PUPIL

NETWORK AND INTERNET ACCEPTABLE USE POLICY

Approved on:	17/11/2021
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Signed:	S Graham (Headteacher)
Signed:	S Price (For and on behalf of the Trust Board)

West Derby School is offering an increasing number of opportunities for pupils to benefit from the use of computers and the Internet as part of their studies. With these opportunities, however, comes the possibility of pupils misusing the network or the Internet and thereby causing serious harm to themselves, to other pupils or to the network. In order to limit possible misuse of the ICT facilities in West Derby School, we require pupils and parents to read, understand and agree to the following policy. There is a pupil/parent friendly version of the policy which is made available through ICT lessons. See Appendix A.

Passwords

As security is essential, each pupil will be assigned a new password by the school, which must remain confidential. Parents should impress upon their child the importance of not divulging it to anyone.

Access to the school's network is a privilege, not a right. It is a privilege that is dependent on the pupil's ability to remember their password and to correctly log on to the network. When pupils have been unable to log on at the start of the lesson, it has proved to be impossible to resolve the problem on the spot without compromising some passwords.
Consequently, should a pupil be unable to log on to the network during a lesson, he will instead do some work which does not involve use of a computer.

In order to limit the number of incidences in which pupils fail to access the network, we offer help to pupils in two ways:

1.   Pupils can speak to the ICT staff (at break and lunch time) regarding problems relating to passwords and logging on. Pupils who have forgotten their password may ask their teacher to change it for them or they can request it directly from IT Support.

2.   Pupils can speak with ICT staff if they believe their account has been compromised.

In order to ensure that they can log on successfully, pupils should also note that passwords are case sensitive e.g. capital letters should not be entered as small letters.
It is the responsibility of each pupil to safeguard his password, and to ensure he logs out of any computer after use. Each pupil will be held responsible for any actions carried out whilst another pupil is logged on under their identity.

In order to protect the confidentiality of the passwords:
•   pupils should memorise their password i.e. it should not be kept in their homework diary, on a slip of paper, on their mobile phone etc.;
•   a pupil should be alone at a computer when logging on;
•   teachers should not ask a pupil to tell them their password but instead should ask the pupil to type it in himself.

Record Keeping

Pupils should be aware that logs of their computer activity are recorded every time they log on to the network. This includes a list of all websites accessed, files and folders opened and keystrokes typed. This includes Internet activity on the Sixth Form Bring Your Own Device (BYOD) Wi-Fi.

Proper Use

The school uses a technological protection measure that blocks or filters some internet sites that are not in accordance with this policy. School computers must only be used for educational purposes. Pupils' folders on the network should therefore only contain material relating to their studies and may be inspected without the pupils' permission.

Pupils:
- may not enter a computer suite unless a teacher is present;
- must respect copyright laws and must not plagiarise others' work;
- must not download or play music files unless a teacher has indicated that it is a necessary part of a lesson;
- must not divulge personal details over the web/email, arrange meetings or visit chatrooms.

Websites

Pupils must not include any text or images referring to any West Derby School pupil, member of staff or member of the Board of Trustees in a website or a file saved on the network without the prior permission of that person.

The material included in the school's websites will be limited to the group or whole class images / video with very general labels. Images or video of individual children, or individual names will only be used in exceptional circumstances to promote individual achievements and will have full permission of those involved. At no time will personal email/postal addresses, telephone/fax numbers be shown.

Virtual Learning Environment – Moodle

The school offers pupils an online learning environment (VLE) at https://wds-moodle.westderbyschool.co.uk This environment is managed by the teaching staff to support pupil learning while out of school. The VLE is accessible both in school and home and access is considered to be a privilege. The school also actively uses third party websites for setting and recording homework. These include Satchel One, Mathswatch and GCSEPod. All students have access through a secure username and password.

Microsoft 365 Cloud Programs

The school offers all pupils access to the Microsoft 365 platform, including Outlook, OneDrive, SharePoint and Teams. Access to this is via their school E-Mail address and password, access is monitored and logged as with any other school IT system. Only school work can be stored on OneDrive or SharePoint, and only shared with their teacher. Full access to the Microsoft 365 suite is provided to all students including the option to download a full copy of the Desktop Office 365 suite for their home computer or tablet.

In order to use these platforms pupils must agree to abide by the following rules.

Do not access, distribute or place on the VLE/Microsoft 365 material that:
- is illegal in the UK;
- is offensive, obscene, encourages or facilitates illegal activities;
- is in breach of copyright owners' statutory rights as the Internet should not be used to plagiarise the work of others or post any content including images without the permission of the owner / correct licenses (non-original content must be correctly attributed);
- could be used to harass, intimidate or otherwise annoy another person, when using email, messaging or chat.

Use of the platform (including chat and discussions) is logged and records kept of all pupils' activities / contributions to the site. Students should be aware that in addition to the site administrator, course leaders are able to directly access their students' files. As with all public sites, activities cannot be regarded as private or confidential.

Email

The general email principles are as follows:

- school accounts are to be used for mainly educational purposes and only limited personal use;
- the school may directly access a user's email accounts in the pursuit of an appropriately authorised legal or disciplinary investigation;
- use of email may be subject to monitoring for security and / or network management reasons;
- users may be subject to limitations in their use of it. It is unacceptable to:
  - o solicit emails that are unrelated to educational activities or for personal gain; o send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person;
  - o upload, download or otherwise transmit commercial software or any copyrighted o materials; o waste time on non-school related business.

Removeable Media
The use of removable media such as Pen Drives, or external Hard Drives on the school network is not allowed under any circumstances.

Users should:
- keep emails brief and use meaningful subject lines;
- re-read messages before sending to check for clarity and to make sure that they contain nothing which will embarrass the school or make it liable;
- understand how to use - and don't mismanage - CC and BCC: only CC in people that really need to receive the email;
- use file compression techniques for large documents or send them using an alternative method;
- never reply to spam;
- do not use email for sensitive or emotional messages, or offensive content;
- users should be careful when replying to emails previously sent to a group;
- ensure your PC or logged out when you leave your desk, a malicious user could send messages in your name.

The school accepts that the use of email is an extremely valuable educational resource and learning tool. However, misuse of such a facility can have a detrimental effect on other users and potentially the school's public profile. As a result:

- the school maintains the right to access user email accounts in the pursuit of an appropriately authorised investigation;
- the specific content of any transactions will automatically be checked by a filtering application and on detection of inappropriate content the IT Manager will be informed, who will take the necessary action.

Disciplinary Action
In keeping with the School's Behaviour Policy, action will be taken in the event of a pupil failing to abide by the conditions included in this Acceptable Use Policy.

1. General misuse of the internet during class such as visiting a site not appropriate to the work set, logging on as another user or playing games etc. will lead to a punishment set by the class teacher.

2. Repeated general misuse (such as downloading or playing games) or a more serious internet offence such as visiting an inappropriate site (such as adult material) will result in a temporary removal of internet access. In cases where a pupil's internet log shows consistent misuse, consideration may be given to a lengthy ban.

3. In the case of more serious websites (such as those featuring vulgar or adult material or websites used to circumvent the school filtering system), a school detention or other disciplinary action may be taken.

4. The school will take a particularly serious view of any cases in which threatening or derogatory material about other pupils, teachers or members of the school community is published on a website or where a pupil has accessed unacceptable material of a very serious nature.

Parents will be informed of all misuse as appropriate.