

# Herschel Grammar School - Pupil Use of ICT equipment

## Use

ICT equipment has been provided for the sole use of supporting teaching and learning. All use should be directly related to this purpose.

## Security

- Do not attempt to gain access to information or facilities that you are not authorised to use or view.
- Do not attempt to access the personal files of any pupil or employee.
- Do not disclose your security passwords to anyone and never use another person's login.
- Always log off when leaving a computer unattended – even for a short time. It is your responsibility for activity that takes place in your name.
- At the end of an iPad session, make sure any files you have created or edited are uploaded to your OneDrive via the app and then deleted from the iPad
- Ensure you have logged out of the OneDrive and any Microsoft Office apps at the end of the session, and 'hard close' the apps by double clicking the home button

## General Use

- Downloading of software onto the school network or apps onto iPads will not be permitted.
- Users must not interfere, change or adapt any school IT equipment.
- Food and drinks must not be consumed when using IT equipment.
- Users must not upload/send personal addresses, telephone numbers or photographs of anyone (staff or pupil) at the school without prior consent.
- Users must not attempt to bypass the school filtering and security systems through the use of proxy servers or by changing the configuration or settings of a computer or iPad.
- Users should only print when it is absolutely necessary. Once you have exceeded your printing credits, you will either not print or buy additional credits. Only use colour printing for final versions; draft work should not be printed in colour unless requested by a member of staff.
- Any damage or alteration, however minor, to any ICT equipment must be reported to a member of staff of the ICT Support staff. It is your responsibility to inform your teacher of any damage as soon as you start to use ICT equipment.

## Safety

- Users should not download, use or upload any material which is copyright protected without the permission of the owner.
- Under no circumstances should users 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. If users are unsure they need to ask a teacher.
- If users accidentally access inappropriate material they should inform their teacher and/or the network manager immediately.
- Users should only ever view age appropriate material.
- Users will never arrange a face-to-face meeting with someone they know only through emails or the internet.
- Users will not use the internet, including social networking sites, messaging systems or chat rooms, either in school or through private access, to make negative, insulting or intimidating comments about anyone or to damage the reputation of the school.
- Portable memory devices (USB Sticks) are discouraged and users should ensure they use OneDrive to store work or send work to and from home.

Unauthorised taking of images with a camera/mobile phone/shared iPad, still or moving, are in direct breach of the school's general rules and will result in serious sanctions. The iPad camera should never be used in lessons without permission.

Inappropriate images or text found on users network or personal devices in school will be considered a violation of Herschel Grammar School code of conduct.

The school uses real time monitoring software to review files, check internet searches, and to monitor all keystrokes both on and offline. It is a fundamental expectation that ICT equipment is used responsibly.

Users should not expect that files stored on servers or storage media are private. All violations will be dealt with accordingly using the school's behaviour policy and ICT policy.

The terms of this Policy apply equally to personal smartphones and ICT equipment when on school premises, even if users are not on school wifi.

*Failure to comply with the terms of this Policy may result in sanctions. This can include written warnings, withdrawal of access rights, detentions and in certain cases, internal, temporary or permanent exclusion from school. Herschel also reserves the right to report any illegal activities to the appropriate authorities.*

**“If in doubt, don’t do it.”**

This Policy forms part of the Home/School Agreement.