



HERSCHEL GRAMMAR SCHOOL

Pupil Use of ICT Equipment And Online Safety Policy

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Responsibility:	Mr Steve Devereux Assistant Headteacher

Pupil Use of ICT Equipment and Online Safety

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 member of staff.
- Do not disclose your security passwords to anyone and never use another person's login.
- Always sign out when leaving a computer unattended or lock it if going to collect printing. It is your responsibility for activity that takes place in your name.
- At the end of a session using portable devices (e.g. laptops or notebooks), make sure any files you have created or edited are uploaded to your OneDrive folders.
- Do not attempt to connect your own personal device to the school WIFI without permission.

General use

- Downloading of software onto the school network or apps onto portable devices 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 portable device.
- 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 IT equipment must be reported to a member of the IT Support staff. It is your responsibility to inform your teacher of any damage as soon as you start to use IT 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 banned and users should ensure they use OneDrive to store work or send work to and from home.

The school name, 'HGS', and all versions of the school badge are registered trademarks and protected by Intellectual Property (IP) law and cannot be used without permission.

Using the school badge and name on any social media or online profile without consent is illegal and a severe breach of school rules. Any offences will be reported to the hosting company and may result in prosecution.

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

Inappropriate images or text found on users' network or personal devices in school will be considered a violation of Herschel Grammar School's 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 IT equipment is used responsibly.

All chat in Microsoft Teams is monitored for keyword violations using algorithms focused on user safety, then raise an alert to senior members of staff when a violation is detected.

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 IT policy.

The terms of this Policy apply equally to personal smartphones and IT 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.

Online Safety

Being online provides many amazing opportunities to learn, connect and engage. However, when online please think carefully about your behaviour, habits and the wellbeing of others.

- Be careful about publishing any personal information online – like your address, email address or mobile number.
- Think very carefully before posting pictures or videos of yourself or others. Once you've put a picture of yourself online most people can see it and may be able to download it: it's not just yours anymore.
- Keep your privacy settings as high as possible.
- Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do. Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online especially if you are angry or upset.
- Respect other people's views: even if you don't agree with someone else's views doesn't mean you need to be rude or offensive.
- If using social media – make your posts a force for good.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.
- Use the CEOP website to make a report.
- The Billboard Test. Before you post something online, think: would you be happy to see it on a billboard where the rest of your school, your parents, your grandparents and neighbours could see it? If not, think twice about sharing online.
- Visit <https://www.herschel.slough.sch.uk/for-students/online-safety-1/> for lots more advice and guidance.
- Be mindful how often you are online and make sure you are not checking your phone too close to going to sleep and do not check during the night.