

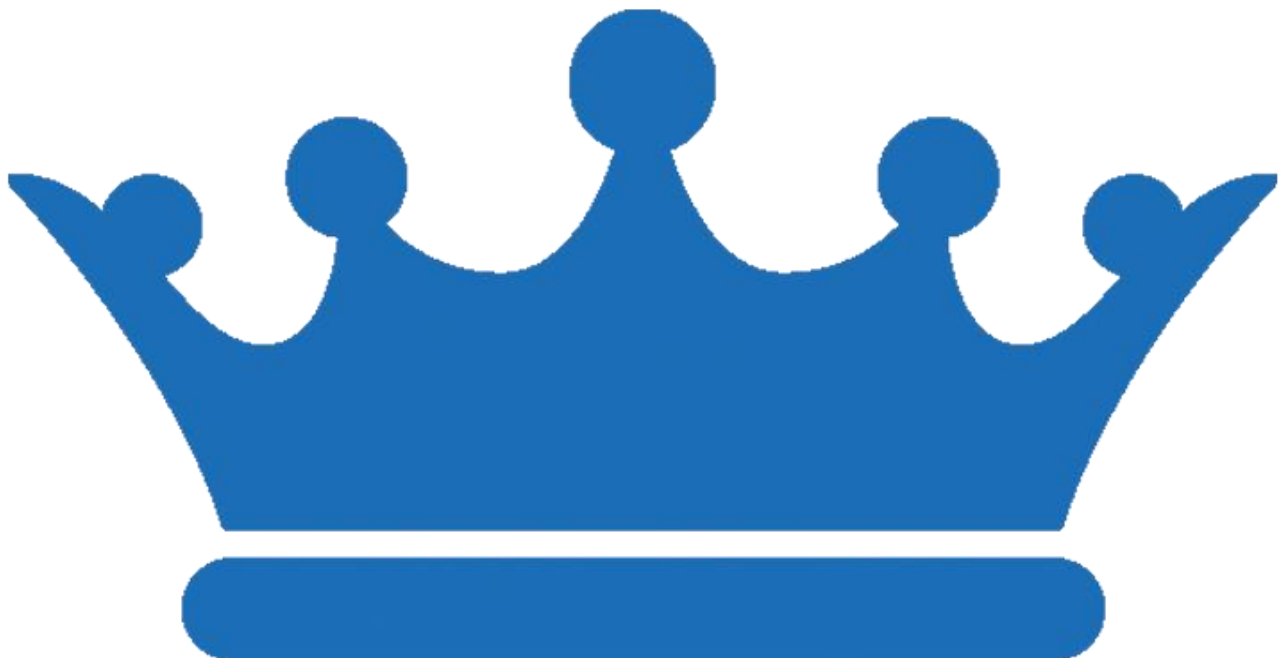


Kingsway Park  
HIGH SCHOOL

# Student ICT Acceptable Usage Policy

Reviewed Date: Feb 2020

Review Due: Feb 2021



Kingsway Park High School understands and is committed to the use of technology as a way to enhance and improve education for its students. Although this technology is there for educational purposes, Kingsway Park High School understands that the technology has many other uses beyond the scope of education. As such Kingsway Park High School feels that to protect both students and equipment a number of guidelines need to be put in place and agreed to before any student may access one of these resources.

**This Acceptable Use Policy is intended to ensure:**

- Students are / act in a way that keeps them and others safe while using the equipment.
- Students understand that the technology and resources are there to enhance education and that inappropriate action may result in losing access.
- Kingsway Park High School has made students aware that their activity is monitored to ensure their safety and the safety of equipment / resources.

**Acceptable Use Policy**

I understand that as a student at Kingsway Park High School I must use the equipment in a responsible way and not put myself, the equipment or others at risk through my actions or inactions.

To that end I understand that Kingsway Park High School will:

- Monitor, log and store all my internet activity whether encrypted or not. This is for your safety and protection; as well as the protection of those around you.
- Prevent access to certain resources on the internet that are deemed inappropriate, unsafe or detrimental to the enhancement of your education.
- Restrict certain aspects of computer access as a means to protect the equipment and ensure it can be used for everyone's education.
- Remove or otherwise modify resources, files or access should anything be found that is detrimental to either the technology or furthering your education.
- Monitor and track all printing activity to ensure protection of the environment and availability of this limited resource.
- Do its utmost to provide you with the technology and resources to further your education and pursue the highest possible standards.

I also understand that as a Student I will:

- Report any concerns with regards to equipment and technology to the nearest member of staff.
- Keep both my username and password secret from other students so as to protect myself and others.
- Report any concerns over inappropriate materials, messages or websites to the nearest member of staff.
- Understand that all blocks and tracking facilities are put in place for the protection of me and others.

- Not attempt to circumvent these blocks or tracking utilities as this may result in the limiting of access to resources or exposure to things that may be considered dangerous or harmful.
- Not deliberately bring or expose the computers or the network to anything that may cause it harm. This includes but is not limited to:
  - Games
  - Viruses
- Not use the computers or other resources to bully or otherwise harm / cause distress to another individual.
- Not use the computers to engage in any activity that is considered to be illegal.
- Not use the computers or resources for non educational purposes unless express permission has been given. This use still must remain within the scope of this document.
- Not cause any physical damage to any equipment.
- Use the equipment in a way that conforms to other school polices and rules.

Including but not limited to:

- Being polite when communicating with others (i.e. Not swearing or being aggressive).
  - Respect others property and work (i.e. Not access, copy, delete or otherwise tamper with something that isn't yours).
  - Respecting other people (i.e. Not bullying them, sharing photos and nasty messages etc.).
  - Not using mobiles phones within the school building.
- Understand that any action taken on the internet or through some other digital form that reflect badly on the school will result in action being taken.
  - Think before I print.
  - Understand that breaches of this policy may result in disciplinary action;

including:

- Letters Home
- Loss of computer / internet Access
- Fines
- Phone calls Home
- Parental Meetings
- Reflect
- Exclusion
- Police Intervention

## Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign, access will not be granted to Kingsway Park ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Kingsway Park ICT systems and equipment (both in and out of school)
- I use my own equipment in Kingsway Park (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of Kingsway Park e.g. communicating with other members of the school, accessing school email, VLE, website etc.

**Name of Student**

**Tutor Group**

I hereby agree to abide by all of the above terms and conditions

**Signature of Student**

**Date**