



14th December 2020

Dear Parents/Carers,

**Subject – Acceptable User Policy (AUP)**

Dame Elizabeth Cadbury School is proud of and committed to the work we undertake in keeping our young people safe. Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning if used in the correct way.

From Monday 4<sup>th</sup> January 2021, Dame Elizabeth Cadbury School will move to an “opt out” Acceptable User Policy (AUP) agreement rather than the current signed, “opt in” model.

Dame Elizabeth Cadbury School’s Acceptable Use Policy (AUP) is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational and personal use when on site.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

At the bottom of this letter you can view our student and 6<sup>th</sup> form AUP.

Any current pupil or new pupil from the 4<sup>th</sup> of January 2021 will be granted access to the school’s IT facilities referred to in the AUP and will be required to adhere to the terms of the agreement.

Please note if you wish for your child to “opt out” of the AUP agreement, they will not have access to the schools ICT facilities it refers to.

To opt out of our AUP agreement for your child, please put this request in writing to the Head Teacher Mr M Dunn via [m.dunn@decschool.co.uk](mailto:m.dunn@decschool.co.uk)

Yours sincerely,

Mr M Dunn  
Head Teacher

Mr C Walton  
Assistant Head Teacher & DSL

# ICT ACCEPTABLE USE POLICY FOR KS3 & KS4 PUPILS



**Reviewed By:** IT Services

**Review Date:** December 2020

Whilst you are a pupil at Dame Elizabeth Cadbury School this code of conduct applies at all times.

Please read it carefully.

### You Should:

- Only access websites that are appropriate for use in school.
- Ask for **permission** from a member of staff before **printing**.
- Be careful of what you say to others and how you say it when using ICT; this could be deemed as Cyberbullying.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it).

### You Must NOT:

- Try to bypass Internet filtering.
- **Download** games, music, videos, ringtones or **other files and programmes from the Internet without permission.**
- **Run any other program that is NOT made available by the school.**
- Use Internet chat rooms, or chat services – such as MSN Messenger, Facebook.
- Send, access or display offensive messages or pictures.
- Use or send bad language.
- Intentionally waste resources such as paper thus preventing use by others.
- Attempt to gain unauthorised access to school network resources or the user accounts of others.
- Plug and unplug any part of the hardware unless authorised to do so by a member of staff.

### Please Note:

- School computers are closely monitored for inappropriate activity and Internet browsing history is recorded.
- User areas on the school network will be **closely monitored**; staff may review your files to maintain system integrity.
- Failure to follow the code will result in **loss of Internet access** and further disciplinary action may be taken, including exclusion.
- If necessary, other agencies may be involved, as certain activities may constitute a **criminal offence**.

# Agreement Form

## Pupils

- I understand the school policy on the use of computers and email facilities.
- I agree to comply with the school rules and understand that if I contravene them, disciplinary action may be taken against me.
- I understand access to the pupil email facility, the school internet and school IT facilities will be granted to me when I start at Dame Elizabeth Cadbury School.

## Parents

- I understand access to the pupil email facility, the school internet and school IT facilities will be granted when my child starts Dame Elizabeth Cadbury School.
- I understand Dame Elizabeth Cadbury School operates an “opt out” AUP policy and that if I don’t agree with the above policy I can choose for my child to not have access to the IT facilities it refers to.
- I understand if I “opt out” of the AUP my child will not have access to the schools ICT facilities it refers to.
- I understand to opt out of agreeing to this AUP policy for my child I need to put this in writing to the Head Teacher Mr M Dunn via [m.dunn@decschool.co.uk](mailto:m.dunn@decschool.co.uk)

# ICT ACCEPTABLE USE POLICY FOR SIXTHFORM PUPILS



**Reviewed By:** IT Services

**Review Date:** December 2020

## Conduct

- You **must** at all times conduct your computer usage professionally, which includes being polite and using the system in a safe, legal and business appropriate manner. Among uses that are considered unacceptable are the following:
  - Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
  - Making ethnic, sexual-preference, or gender-related slurs or jokes.
- You **must** respect, and not attempt to bypass, security or access restrictions in place on the computer system i.e. proxy websites.
- You **must not** intentionally damage, disable, or otherwise harm the operation of computers, this includes connecting or disconnecting any part of the hardware unless authorised to do so by a member of staff.
- You **must not** attempt or execute third party software that is not part of the school application suite.
- You must not eat or drink around computer equipment.
- You **must** make efforts not to intentionally waste resources. Examples of resource wastage include:
  - Excessive storage of unnecessary files on the network storage areas;
  - Downloading material from the Internet. E.g. games, videos, ringtones and/or any other files and programs without permission;
  - Printing without permission from your teacher.

## Computer Security, Data Protection and Privacy

- You **must not** disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- You **must** log off when leaving a computer to prevent unauthorised access.
- You **must not** use school facilities to gain unauthorised access to any other account, at this school or any other facility. Doing so may constitute a criminal offence.
- You **must** respect the privacy of files of other computer users. Do not enter the file areas of other pupils or staff unless you have their permission.
- You **must not** give out personal information of any person at Dame Elizabeth Cadbury School. For example: home address, telephone number or email address.
- Use of the school computer system, including your email account and storage areas provided for your use, will be monitored by the school to ensure compliance with this Acceptable Use Policy and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the school **does** keep a complete record of

sites visited on the Internet by both pupils and staff; however, usernames and passwords used on those sites are NOT monitored or recorded.

- Any IT equipment taken off site will be signed for by the student. It is that student's personal responsibility until it is signed back in.

## Software, Hardware, Copyright and Licensing

You are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the school computer system or the Internet are not marked with the copyright symbol (©), you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them. Under no circumstances must any software from potentially illegal sources be run.

## Reporting Problems with the Computer System

It is the job of the IT Services department to ensure that the school computer system is working optimally at all times and that any faults are rectified as soon as possible:

- You **must** report any problems with computer equipment that need attention to a member of staff who will pass this onto IT Services.
- If you suspect your computer has been affected by a virus or other malware, you **must** report this to a member of staff **immediately**.
- If you have lost documents or files, you should ask your teacher to report this to IT Services as soon as possible. The longer a data loss problem goes unreported, the lesser the chances of your data being recovered.

## Use of Your Own Equipment

- All electronic equipment brought into school is done at the owner's risk. If equipment is lost stolen or damage the school **will not** investigate.
- Any mains-operated personal computer or electrical equipment brought on site, for any use, is subject to a Portable Appliance Test (PAT) by site caretaking staff, and **must not** be used until approved. This test **must** be performed at regular intervals as required by school's normal rules on electrical safety testing.
- You **must not** connect personal computer equipment to school computer equipment without prior approval from IT Network staff, with the exception of storage devices such as USB memory sticks.

## Reporting Breaches of This Policy

You **must** immediately inform a member of staff, or the Head Teacher, of abuse of any part of the computer system. In particular, you should report:

- any abuse of ICT system(s) - software and hardware - providing the location and names where possible;
- any websites accessible from within school that you feel are unsuitable for staff or student consumption;
- any inappropriate content suspected to be stored on the computer system. This may be contained in email, documents, pictures, etc.
- any breaches, or attempted breaches, of computer security; or
- any instance of bullying or harassment suffered by you, or another pupil via the school computer system.

All reports will be treated confidentially.

## Failure To Comply With These Rules Will Result In One Or More of The Following:

- A ban, temporary or permanent, on the use of computers, the internet and/or email.
- A letter informing your parents/carers of the nature and breach of the rules.
- Please be aware that where computer misuse gives more serious cause for concern, the school may refer to the Police or relevant Authorities for additional guidance, as certain activities may constitute a criminal offence.
- **An extreme breach may result in a permanent exclusion.**

# Agreement Form (Pupils and parents/carers)

## Pupils

- I understand the school policy on the use of computers and email facilities.
- I agree to comply with the school rules and understand that if I contravene them, disciplinary action may be taken against me.
- I understand access to the pupil email facility, the school internet and school IT facilities will be granted to me when I start 6th form at Dame Elizabeth Cadbury School.

## Parents

- I understand access to the pupil email facility, the school internet and school IT facilities will be granted when my child starts 6<sup>th</sup> form at Dame Elizabeth Cadbury School.
- I understand Dame Elizabeth Cadbury School operates an “opt out” AUP policy and that if I don’t agree with the above policy I can choose for my child to not have access to the IT facilities it refers to.
- I understand if I “opt out” of the AUP my child will not have access to the schools ICT facilities it refers to.
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