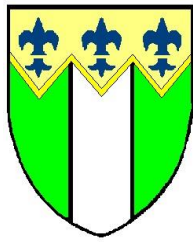# Friern Barnet School

Acceptable Use Policy for Students

(Network, Internet and E-mail)

Last Reviewed:	December 2022	Next Review:	December 2024
Approved by:	Governing Body	Date:	6 December 2022

The Friern Barnet School
Acceptable Use Policy for Students
(Network, Internet and E-mail)

Rationale

The internet is a valuable research and learning tool allowing access to information from every corner of the globe and about every subject imaginable. Due to the pace of change, students are expected to exercise caution when experimenting with technologies, including mobile devices where it may compromise the school, other students, or themselves. As some internet material is of an unacceptable nature and may compromise safeguarding, the use of the internet and e-mail within Friern Barnet School may be restricted. From time to time students will be allowed to use their own mobile devices to access relevant sites that are planned as part of their learning experience. At all times students must meet our expectations in terms of usage of mobile devices during the school day. (appendix 1)

Aims

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. The school network is the system of interlinked computers which students use in order to gain access to the internet and to e-mail facilities. This policy applies to all computers and mobile devices that are used whilst in Friern Barnet School whether attached to the school network or not.

Practice

Students must ensure they do not breach the guidelines listed below:

1   access is provided for curricular use only

2   students will use the internet and mobile devices for educational purposes only

3   all sessions involving technology will be supervised by a member of staff

4   students must not access, upload, download, transmit or display offensive, derogatory, racist or sexually explicit material

5   if an internet site containing any of the above is accessed by error, a member of staff must be informed

6   memory sticks are not permitted and students' work must be stored on the virtual learning platform on OneDrive

7   Remote teaching will be conducted using Microsoft Teams and all meetings will be recorded for safeguarding purposes.

8   Students must use only school issued emails or accounts for remote learning.

9   students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

10 students must not establish relationships or reveal their name, address or any other personal information to "strangers" on the network or their mobile device unless the communication has been authorised by an appropriate teacher

11 downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy

12 no software or other excitable files may be downloaded or run on the computers. No attempts should be made to bypass network security or sabotage and harm the computer network using hacking or other malicious tools.

the following are prohibited:

- altering setup or settings of computers and software without the express permission of a teacher

- Trying to fix any hardware or software issues, this includes plugging and unplugging external devices including keyboards and mice.

- damaging, disabling or debilitating computers, computer systems or computer networks

- vandalising, damaging or disabling the property of another person's organisation

13 no student will violate copyright or intellectual property. A teacher will be able to advise on obtaining approval to make use of copyrighted material or intellectual property (always give credit to the person or company that owns the materials)

14 no student will:

- share their login details with another student
- use another person's password
- trespass in another person's folders, work or files

15 always keep passwords secret

16 students must sign and return Appendix A to the school, to be kept on their file

Use of communication (e-mail, messaging etc)

1 students must not send or attach documents containing offensive, threatening, derogatory, racist or sexually explicit material

2 students must not send obscene, abusive or sexually explicit language

3 if any of the above is received by a student, a teacher must be informed. Do not reply.

4 students must not harass anybody. This includes:

- deliberately flooding a user's mailbox
- sending harmful mails that is designed to infect the system

5 students must not access, copy or transmit another students message or e-mail address

6 students must not forge a message to make it appear to come from another person

7 only open email attachments that are from reliable sources

8 students will only have access to chat rooms, discussion forums, messaging and other electronic communication that have been approved by the school

9 Chat rooms, discussion forums, social networking sites and other electronic communication forums will only be used for educational purposes and will always be supervised

All mail sent on the school e-mail system is the property of Friern Barnet School. Therefore circumstances may occur where staff may take action to read personal mail files.

Students should be aware that there are systems in place which allow the school to monitor the internet and e-mail activity of every user to ensure that the above policy is being followed.

Students' access to the internet will be allowed under the supervision of a member of staff. However, access to the internet will be allowed during study periods or at other times by arrangement with relevant teachers. Random checks are made on students' use of the internet.

Access to the network, Firefly learning platform, the internet and to e-mail

Access to these facilities is regarded as a privilege and not a right. Access may be denied if a user breaches the conditions of use.

Course requirement

Students who depend on access to the school network for any requirement of any course could, by breaching the conditions of use, be responsible for their inability to complete a course requirement. This would have an obvious impact on the assessment of that course.

General advice to users:

a. notify an adult immediately, if by accident, you encounter materials that violate this Acceptable Use Policy
b. be prepared to be held accountable for your actions and for the loss of privileges if you breach this Acceptable Use Policy
c. do not share your password with another person
d. log out of the network whenever you leave a computer unattended
e. always ask for permission before you print-out your work
f. do not try to adjust or move computer hardware or try to remove cables. Always inform your teacher or a technician of any problem

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, exclusion. The school reserves the right to report any illegal activities to the appropriate authorities.

Further information on keeping safe can be found by following this link: http://ceop.police.uk/

Parents of all new students are signposted to the acceptable use policy to read with their son / daughter and sign on entry as part of the admissions procedure.

Appendix 1

Expectations for students (read in conjunction with the acceptable use policy for students)

- Students are permitted to use their own mobile device when they have been granted permission from their tutor, teacher or another appropriate adult
- The use of mobile devices is for educational purposes only
- Students can access their student Firefly account via a PC or mobile device. If using a mobile device they can check their account in the morning during tutor time or with permission, at another appropriate time
- Students will be expected to check their own Firefly account during tutorials at the start and end of the school day
- Students must read their timetable and check for announcements and messages on Firefly, including their home learning deadlines
- Students can access student notices for trips, fixtures, enrichment and exams during their tutorial sessions