These conditions of use have been drawn up to protect the interests of the school, its staff and students. These conditions will be reviewed annually to reflect changes in technology / circumstances.

The ICT facilities are owned by the school and are available for all students, staff and other authorised users subject to the conditions detailed here. All use must comply with the Computer Misuse Act 1990 and Data Protection Act 2018.

Conditions:

- ICT systems in school, including the Internet, email, digital media, mobile technologies, etc, will only be used for school purposes at all times.

- I will only log on to any system with my own username and password and will always log off when finished.

- I will never tell any other student what my password is and will visit IT Support to have it changed immediately if I suspect someone knows it.

- I will not attempt to download or install software on school devices, nor will I run executable files, script files etc, from any source.

- Activity that threatens the integrity of the school's facilities, or activity which corrupts other systems, is forbidden.

- I will not deliberately browse, download or forward material that could be considered offensive or illegal. If I accidently come across such material, I will report it immediately to a member of staff. The school will take all reasonable precautions to ensure that users access only appropriate material. It is not possible, however, to guarantee that particular types of material will never appear on a device, given the international scale and linked nature of information stored on the Internet. The school cannot accept liability for any such material accessed, or any consequences thereof.

- I will make sure that all electronic communications with students, teachers or others are responsible, sensible and polite, particularly as electronic communications can be forwarded to others without my knowledge. Occurrences of 'Cyber Bullying' – the use of electronic communications to humiliate, intimidate or make someone feel uncomfortable will be dealt with under the school's anti-bullying policy. I understand that this includes the use of social media, texting, etc, outside school where members of the school community are involved.

- Images/video/audio of staff and/or students will only be taken with permission from a member of staff and will not be distributed outside the school network without the permission of the person(s) concerned.

- I will not publish comments or information online that specifically name the school, staff or students without prior consent. This includes social networks such as Instagram, TikTok, Snapchat, X, YouTube, etc.

- I will respect the privacy and ownership of others' work at all times. Any use of content from the Internet or electronic publications (including AI-generated content) must be fully referenced.

- I will not attempt to bypass the Internet filtering system or other systems in place to monitor the school network.

- When sending emails or accessing other electronic forms of communication, I will protect myself and others by not giving out personal information.

- If a student deliberately causes damage to IT equipment in the school, either through inappropriate behaviour or using the equipment in an inappropriate manner, then he/she (or his/her parents) will be liable to pay for any costs incurred.

- I accept that the school reserves the right to monitor my use of IT.

- I will be given an iPad detention for 30 minutes after school for failing to bring my iPad to school.

- I will be given an iPad detention for 30 minutes after school for failing to fully charge my iPad at home.

For students who are part of the school iPad scheme in Y7-11, the following will also apply:

- I will take care of my iPad and protect it from damage.

- I will not remove the case provided under any circumstances, as this will invalidate the insurance.

- I will bring my iPad to school fully charged every day.

- I will not change the name of my iPad from the one set by the school.

- I will not change my screen lock code without informing my parents.

- I will not remove any profiles installed on my iPad by the school or install new ones without permission.

- I will only access my iPad in class when given permission by a member of staff.

- I understand that the school and my parents can and will check my files, emails, app list and the internet sites that I visit to ensure I use my iPad safely and properly.

- I will not add any credit or debit card details to my iCloud or iTunes account.

- The iPad should always be logged in to the iCloud account associated with your school email address and always logged into the iTunes account associated with your school email address when in school.

- I will only record sound, photos and video on my iPad, in school, with permission from a member of staff.

- Only apps approved by the school can be installed from the App Catalogue.

Video Meetings (such as Zoom, Google Meet etc.)

- Students joining video meetings with staff should only do so on authorised school platforms using your school email account.

When joining a video meeting, please consider the following:

- Suitable clothing should be worn, as should anyone else who may appear in shot.

- Computers / iPads should be in appropriate areas.

- The meeting may be recorded – this will be clearly indicated on the screen.

- Language and communication (i.e. chat function) should be appropriate.

- Cameras and microphones will generally be muted on joining a meeting, but may be un-muted as necessary, providing the above guidelines are adhered to.

Review Date: June 2025
Review Cycle: Annual