Ricards Lodge High School and RR6 Wimbledon
Student ICT Acceptable Use Policy

What is covered by this Acceptable Use Policy (AUP)?
Terms of acceptable use include all aspects of information and communication Technologies (ICT) used within the school and the use of school facilities on-line. This includes use of all computing and communication facilities provided by the school and the use of any communication or digital recording and playback technologies brought onto the school premises by individual students.

Why have an AUP?
The school has a responsibility to ensure that you as a student in the school, are kept safe when using all aspects of ICT, that the school provision of ICT is being use appropriately and that any technologies brought onto the school site by individual students do not pose a threat to others and do not bring the school into disrepute.

It is the duty of our school to ensure that every student in our care is safe and this applies to the virtual or digital world of the internet as much as it does to the physical environment of the school.

Rules of acceptable use of all ICT at Ricards Lodge High School and RR6
1. **Use of ICT resources provided by the school**

   The following are not allowed under any circumstances
   - Using ICT resources for recreational purposes e.g. visiting sites that are not in support of your learning
   - Searching for, storing, sending, displaying, or printing text or images which could cause offence to others or is inappropriate or illegal
   - Games are not permitted at anytime
   - Using any form of chat-room
   - Charging your mobile phone
   - Interfering with ICT equipment, system or configurations
   - On-line sales or purchasing
   - Attempting to save files anywhere other than your "My Documents", Sky drive or Year group shared folder
   - Downloading or storing files or any software from the internet
   - Activities that will damage or threaten the normal functioning of software and hardware

   The following are not allowed unless it is part of the taught curriculum and is under the direct supervision of the class teacher.

   Accessing any form of social networking site e.g. Twitter, Facebook
   Accessing any form of video broadcasting site e.g. YouTube
   Downloading, storing or playing music; downloading, storing or playing video files.
   Using any form of messaging services e.g. Windows Live, Hotmail

2. **Secure Gateways**
   - When accessing our secured gateways such as Fronter, Sam Learning or MyMaths from home or outside of school, all terms and conditions of acceptable use apply and your actions are being recorded just as they would be if you were in school.

3. **E-safety**
   - You are required at all times to respect the safety and wellbeing of others. Any incident of cyber-bullying will result in disciplinary action and may be reported to the police.

4. **Hacking**
   - Searching for or attempting to use any software with the intention of disabling or circumventing security or monitoring appliances or damaging the integrity of the network will be considered as extremely serious. Students may only ever use their own accounts and must never share their password(s).

Agreement Form

Use of ICT equipment

- I have read all the points relating to acceptable use of ICT resources and agree to abide by those terms and conditions.
- I understand that all internet usage and network usage is logged and this information could be made available to my parent/guardian.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Student's signature... Date:...........................

Student's full name: .... (printed)

I have spoken to my son/daughter about acceptable use of ICT and I agree that they may use the school ICT facilities and internet in accordance with the school rules regarding acceptable use:

Parent/Carer's signature: .... Date:...............................

Parent/Carer's full name: .... (printed)