

Testwood School Acceptable Use Policy: Students

Key Responsibility	SL
Last Review:	September 2024
Next Review:	September 2025

Purpose

This policy outlines the acceptable use of the school's computing systems to ensure a safe and productive learning environment. All students are expected to adhere to these guidelines while using school technology.

1. General Use

- I will only use the school's computing systems for school purposes, including access to the internet, email, digital video, and mobile technologies.
- I will comply with the Computer Misuse Act 1990 and understand that all personal data on the school network is governed by the Data Protection Act 2018.
- I will not engage in any activities such as buying, selling, or gambling using school resources.

2. Security and Privacy

- I will keep my username and password confidential and will not disclose my username or password to anyone else. I will not attempt to use another person's username or password. Passwords must not be written down or stored in a way that could allow someone to steal them.
- I must log off when leaving a computer unattended. If left unattended for a short period, it must be locked.
- I will not disclose personal information (e.g., name, address, phone number) online or arrange meetings with anyone from the internet.

3. Content and Communication

- I will not download or install software onto the school system; this includes material that could be considered offensive or illegal.
- I will not download, install, or distribute software or content that is offensive, illegal, or inappropriate.
- All communications via school email must be respectful and professional. I will only use my school email address to contact staff and students.
- I will report any offensive material encountered online to a teacher immediately.

4. Respect for Others and Their Work

- I will respect the privacy and ownership of others' work and will not access or alter anyone else's files.
- Harassment, harmful behavior, or offensive language towards other users is strictly prohibited.

5. Equipment Use

- I will not attempt to change computer settings, install programs, or engage in activities that may damage school computer equipment, including altering hardware or software configurations.
- I will protect computers from damage by avoiding food and drink near ICT equipment and will report any damage immediately.
- If damage to school computer equipment is deemed to be through negligence or misuse, I may be charged for the repair or replacement of the equipment.

6. Internet and Social Media Use

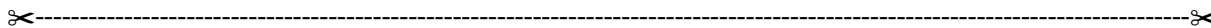
- I will access the internet only for school-related activities and will avoid unsuitable material. Using social networking sites or instant messaging to communicate with students is prohibited.
- Students must be aware that even as individuals, their actions could be criticized and seen as bringing the school into disrepute, especially if other users are aware of their role. This may have disciplinary, civil, or even criminal consequences. It is crucial that all students understand the boundaries and professional practices online to protect their professional status.
- Students should always remember that once content is shared online, it can be circulated far wider than intended without consent or knowledge. It is therefore inappropriate for any student, past or present, to make comments regarding any aspect of the school, its students, or parents on any social or other networking site that brings the school into disrepute or offends an individual.


7. Monitoring and Compliance

- I acknowledge that my use of the internet and school computing resources is monitored and logged. This information may be reviewed by school staff for compliance.
- I understand that failure to adhere to this policy may result in sanctions, and my parent/guardian may be contacted.

8. Agreement

Please read this document carefully. I have read and understood the guidelines outlined in this policy. If I violate these provisions, action may be taken by the school in line with existing policy regarding student behavior. Where appropriate, police may be involved or other legal action taken. By signing below, I agree to use the school computer facilities in accordance with these terms.



<p>Testwood School Acceptable Use Agreement: Students</p>	<p>Updated September 2024</p>	
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Please read this document carefully. I have read and understood the guidelines outlined in this policy. If I violate these provisions, action may be taken by the school in line with existing policy regarding student behavior. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Name: _____ Tutor Group: _____

Signature: _____

Date: _____

Please return the completed slip to I.T. Support