



The Blue Coat School

ICT ACCEPTABLE USE POLICY (Pupils in Pre-Prep)

Approved by the Governors' Safeguarding, Health and Safety Committee

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

Date: _____

This Policy for ICT Acceptable Use was devised by the Director of ICT & Digital Innovation and the Estates & Operations Manager in consultation with colleagues in the School.

Date of Next Review: Lent 2027

The Blue Coat School Birmingham Limited

POLICY FOR ICT ACCEPTABLE USE (Pupils in Pre-Prep)

1. INTRODUCTION

1.1

The Blue Coat School believes in the educational value of a networked computer system, cloud systems and the Internet and recognises their potential to support and enrich the curriculum and the learning process of its pupils. Our goal is to provide a computer system, cloud systems and Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the computer system, cloud systems and the Internet is a privilege and requires responsible use. The use of the computer system, cloud systems and Internet is subject to acceptance of this acceptable use agreement and the rules, regulations and policies of the school.

1.2

The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing regularly. No acceptable use policy could identify each and every inappropriate use of the computer system, cloud systems and/or Internet and so The Blue Coat School will judge whether the use of the computer system, cloud systems and/or Internet is consistent with this acceptable use policy and its decision shall be final. If a pupil is unsure whether their use of the computer system, cloud systems or Internet is appropriate, the pupil shall confer with the Director of ICT & Digital Innovation, ICT Co-ordinator (Pre-Prep) or Estates & Operations Manager.

1.3

The implementation of this policy is the responsibility of all members of staff and applies in all areas of the campus.

1.4

The Blue Coat School Policy for ICT Acceptable Use applies to all pupils in Pre-Prep.

1.5

The Blue Coat School Policy for ICT Acceptable Use is available for parents on the school website.

2. ACCEPTABLE USE

2.1

The computer, cloud systems and Internet access has been established for an educational purpose. The s understand and agrees to the following:

- The use of the system and Internet must be consistent with and in support of the educational goals and objectives of the school's curriculum and mission statement.
- The use of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark or trade secret.
- The purchase or sale of any product or service is prohibited unless it is for school use.
- The listing of any advertisements or political materials is prohibited.
- Illegal activities of any kind are prohibited.

3. BEHAVIOUR

3.1

Pupils are expected to follow the generally accepted rules of computer use/'Netiquette', as explained by the Class Teachers and reinforced regularly. These rules include, but are not limited to, the following:

1. The pupils must not use the Internet or cloud systems in any way that may bring the school into disrepute.
2. Be polite. Always use the system in an ethical and respectful manner.

3. Use appropriate language.
4. The pupils shall not reveal their name, home address, personal telephone number or any other personal information.
5. The pupils shall not reveal the personal information of any other person.
6. The pupils shall not disrupt or congest the computer system, cloud systems or Internet in any manner.
7. The pupils shall not post anonymous messages.
8. The pupils shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
9. The pupils shall not sign up to any website which has an age limit higher than that of the pupils.
10. The pupils shall not attempt to access blocked Internet sites.
11. The pupils shall only use school approved, licensed software and shall not use other programs or applications or download any information without permission.
12. The pupils shall not use the account or password of other pupils or attempt to impersonate any other person.
13. Confidential information shall not be transmitted over the Internet.
14. The pupils shall report any known or suspected misuse of the computer system, cloud systems and/or Internet.
15. The pupils shall not make any false complaints against any other pupils.
16. The pupils shall not access any Social Media unless access has been approved by the Director of ICT & Digital Innovation or the Estates & Operations Manager.
17. The pupils shall not use the Internet in any way which may tease, bully or threaten any other pupils or cause offence, upset or discomfort in any way. This includes, but is not limited to, electronic communication such as text, instant message, e-mail, SMS, and MMS; and uploaded content such as YouTube and Vimeo. Any such misuse may result in a pupil having their network logon suspended.

4. SERVICES

4.1

The school makes no warranties of any kind, whether express or implied, with respect to the use of the computer system, cloud systems and/or Internet. Use of any information obtained through the use of the computer system, cloud systems and/or Internet is at the pupil's own risk. The Blue Coat School does not accept any responsibility for accuracy of information obtained through the Internet or for any damage pupils may suffer as a result of use of the computer system, cloud systems and/or Internet, including but not limited to, loss of data or interruption of service. The Blue Coat School is not responsible for any financial obligations arising from the unauthorised use of the computer system, cloud systems and/or Internet.

5. SECURITY

5.1

Security on any computer system and cloud systems is a high priority. If a pupil identifies a security problem, the pupil shall notify the Director of ICT & Digital Innovation or Estates & Operations Manager immediately, without discussing it or showing it to another person. Any pupils identified as a security risk may have their network account suspended.

6. PASSWORDS

6.1

A pupil of the computer network understands that the password chosen/given is for personal use only and shall not be shared with any other person. The password may be changed by the Estates and Operations Manager or ICT Administrator at any time according to the needs of the school. Additionally, password changes are enforced every 90 days. There is also a lockout policy set which will lock out a pupil after five failed log in attempts. This will expire after 30 minutes of inactivity or if manually unlocked by an administrator.

7. MONITORING

7.1

The computer system, cloud systems and all communications and information transmitted by, received by, or stored in the computer system and cloud systems including E-Mail, are the property of the school. A pupil should not expect that their use of the computer system, cloud systems and Internet is private. The school has the right, at any time, to access, monitor, and disclose any and all use of the computer system, cloud systems and Internet, including but not limited to back-up files, E-Mail messages and the transmission, receipt or storage of information in the computer as it deems necessary. Monitoring will be conducted regularly to ensure system integrity and to ensure that all pupils are using the computer system, cloud systems and Internet responsibly. Any device which is connected to the school network, managed or unmanaged, is automatically filtered and monitored by the school filter: <https://www.securly.com>.

8. TERMINATION

8.1

The Blue Coat School has the right at any time to terminate or suspend any pupil's access to, and use of, the computer system, cloud systems and/or the Internet.

9. RESPONSIBILITY

9.1

A pupil understands that the computer system, cloud systems and Internet is to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in the suspension or loss of computer system, cloud systems and Internet privileges, disciplinary action or appropriate legal action.

10. RELATED POLICIES, MONITORING AND POLICY REVIEW

10.1

This Policy should be read in conjunction with other related whole school policies including: Online Safety; Social Media; Anti-Bullying; Behaviour Management and Exclusions and Safeguarding and Child Protection.

10.2

This ICT Acceptable Use Policy will be presented to the Governors' Safeguarding, Health and Safety Committee for approval annually in the Lent Term. The minutes of this meeting will be presented to the Governors.