**UNACCEPTABLE USE OF**

**INFORMATION COMMUNICATION TECHNOLOGY WITHIN SCHOOLS**

The school and Council networks/ services and/or stand-alone computers or other ICT devices may not be used by pupils, within the school for any of the activities described below:

* To interfere with any others’ use of these facilities and services.
* To access any program or data that has not been specifically authorised for your use.
* To use or copy any data or program belonging to other users without their express and specific permission.
* To alter computer material belonging to another user without the users’ permission.
* To inconvenience, annoy, harass, libel, defame, slander, intimidate, impersonate or otherwise abuse another person.
* To create or transmit defamatory material.
* For the creation, collection, storage, downloading or displaying of any offensive, obscene, indecent or menacing images, data or material capable of being resolved into such. (There may be certain legitimate exceptions for academic purposes which would require the fullest disclosure and special authorisations)
* To conduct any form of commercial activity without express permission.
* To disseminate mass (unsolicited) mailings.
* To create or transmit material with the intent to defraud others.
* For personal financial gain, gambling, political purposes or advertising.
* To create or transmit material which infringes the copyright of another person or organisation.
* To install, use or distribute software for which you do not have a license.
* To create or transmit unsolicited bulk or marketing material to other users of networked facilities or services.
* To use your mobile phone smart phone or similar device (e.g. iPad, Netbook etc.) for communications, photography or other purposes during lessons, other than as an agreed part of the teaching and learning process. *– please also refer to the schools Mobile Phone policy*

Pupils must only use the computer/ device they have been authorised to use.

**Social Media Networking Services (Using External Web 2.0) -** webpages that allow user generated content e.g. Facebook and twitter

The following points should be noted when using Social Media Networking Services:

**Pros**

* They offer ready access to the latest, flexible technology.
* They offer opportunities to explore responsible use
* They provide a platform to explore and improve digital literacy
* The social aspects of many services are enhanced by very widespread usage
* They offer routes to worthwhile teaching and learning experiences such a research collaboration or peer-to-peer group interaction.

**Cons**

* It is easy to be tempted to produce and submit, content to such sites that you might later regret.
* What content or comments you do submit becomes potentially available across the world.
* It is difficult, but important, for teachers (and pupils) to maintain complete separation between their private and work usage.
* Such content may have a longer life span than you might have imagined and could be accessed by a wide audience, including potential employers.
* Although such sites are external to the school, the way in which you use them, or the content that you submit to them might still lead you into trouble with the school/authority and their policies and regulations.

*\*Acknowledgements The beXcellent project Olympic.org*

Pupils are not permitted to sign up for any subscriptions on a council/ school device unless it is part of an agreed programme of study designated by the school and sanctioned at authority level.

Secondary pupils may only use such services as identified by the Principal Teacher of the subject concerned, with the permission of the designated member of the senior management team. We would not expect any of our primary pupils to be accessing any of these services in or outwith the school..

The school reserves the right to block access to such services, whether for pupils or staff, should there be a potential or actual compromise of terms of the general conditions above.

**Monitoring and Logging**

Activities regarding network transactions can be monitored, randomly inspected, logged and kept for an appropriate amount of time. Logs are kept for reasons of security, diagnostic and account/audit reasons. Logs are available only to authorised systems personnel and kept for no longer than necessary and in line with current data protection guidelines.

Such records and information are sometimes required - under law - by external agencies and authorities. This school will comply with such requests when formally submitted.

**PUPILS ACCEPTABLE USE AGREEMENT**

**I AGREE TO**

1. Use computers sensibly and efficiently, and I accept that all school computer systems are the property of Shetland Islands Council.
2. Obey any instructions from staff as to when and how I may use computers.
3. Ask a member of staff first if I am not sure if I should do something.
4. Ask permission if I need to alter any settings.
5. Respect the rights and privacy of other computer users.
6. Only use user-names and passwords that have been issued to me.
7. Virus check any media brought in from outside school – every time it is brought in.
8. Obey the laws of copyright, by not copying or downloading software, music files, images or other data, unless the owners of these files have clearly indicated that I can do so.
9. Always state where I find material on the Internet, or from other sources such as CD-ROM, and not pretend that it is all my own work. To do so amounts to “plagiarism”.
10. Tell a member of staff immediately if I find material on the Internet which is unsuitable e.g. bad language, inappropriate sexual content, abusive, violent, racist, hurtful or upsetting.
11. Tell a member of staff if I am approached by anyone on the Internet in any way, and I will not reply.

**I AGREE NOT TO**

1. Deliberately do anything using a computer, which causes needless expense.
2. Alter settings or install any software (including upgrades) on any computer, unless a member of staff has clearly told me to do so.
3. Disclose any of my passwords to anyone else.
4. Interfere with work or files belonging to anyone else, or do anything that hinders them from using computer facilities successfully.
5. Use bad language, or create anything I wouldn’t want my teachers or parents to see, as this is no different from writing or saying these things in public.
6. Create, show or send any items which are hurtful, upsetting or offensive to anyone else.
7. Give personal details of myself, fellow students or family (such as full names, addresses, phone numbers or postcodes) to any stranger.
8. Pretend to be someone else, and give away his or her details.

**ACCEPTABLE USE AGREEMENT**

|  |  |
| --- | --- |
| **School:**  |  |
| **Academic Year:** |  |

|  |  |
| --- | --- |
| **Pupil Name (Block Capitals):** |  |
| **Class:** |  |
| **Date of Birth:** |  |

***If the school does not have a signed copy of this document by both parent/carer and pupil, this will result in denied access to IT facilities.***

**If I break these rules, I understand that I can be banned from using any computers, or from bringing into school any portable electronic equipment, even if I need them for my courses.**

**I agree to abide by the guidelines set out in the policy document** “**Children’s Service ICT E-Safety & Acceptable Use Policy for Schools”:**

**I recognise that serious breaches of this agreement might lead to action by outside authorities, such as police. The fact that I did something in school does not protect me from the consequences of my actions.**

***I understand that by signing this agreement, we (me and my parent/carer) are confirming that we have read and agree to the conditions listed on this document.***

Signed: (Pupil)

Signed: (Parent/Carer)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_