

IT: ACCEPTABLE USE POLICY FOR PUPILS

- With the exception of portable devices, IT equipment should not be moved, relocated or adjusted without the permission of a member of staff.
- Smart-boards and projectors in classrooms and other areas of the School should not be touched without a member of staff present in the classroom in order to supervise.
- Every pupil has an email account issued to them by the School. Pupils must use this email account when emailing members of staff at Highgate School, and may also use this email address for personal email. The School will not routinely monitor e-mail messages, but can and will do so if it is seen as necessary.
- No software or programs should be installed on any School computer.
- Printers at school must only be used by pupils for the production of educational material related to legitimate academic or co-curricular activities at Highgate School. Pupils should consider the necessity of printing material in accordance with responsible environmental awareness.
- Damage to IT equipment, whether or not it is accidental, should be reported to the IT services department or a member of staff immediately.
- When using a school owned portable device (e.g. an iPad), pupils should not take photos, or change the settings. If pupils do so, they may be subject to disciplinary sanctions.
- Internet access is provided for educational, research and personal development use. If pupils abuse this by seeking out sites that do not meet these objectives, they may be subject to appropriate disciplinary sanctions. If pupils access a site they believe may contravene the Acceptable Use Policy, they should contact a member of staff and/or complete the relevant HERO form (<http://hero.highgateschool.org.uk/hero/website-reporting>).
- Use of the School network is also carefully recorded for Safeguarding purposes, in order to ensure that pupils are not being subjected to online bullying nor are accessing material which encourages political extremism. All pupils are encouraged to think critically about any information that they find online and understand that not all information online is reliable. Pupils should discuss any concerns they may have with online material with a member of staff.
- Every pupil has a Home Space area to store private files and folders for school work only. This Home Space should not be used to store personal photographs, music or documents. If your work is particularly important, it is good practice to save additional copies elsewhere as the School cannot guarantee against possible hardware failure. In order to maintain the efficiency of the system network administrators can, if necessary, gain access to your Home Space.
- Pupil accounts and home spaces are password protected. Pupils should safeguard the security of their personal information by choosing appropriately robust passwords, not sharing their password with anyone and changing their password regularly.

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- HERO, JUNO and the School's Intranet are provided for members of the Highgate School community only. Academic pages provide information and resources to support learning. Pupils are encouraged to engage with these facilities in a constructive and responsible manner. Any interactive activities, message boards or comment boxes must be used for designated educational purposes. Inappropriate comments or posting material that is illegal, likely to cause offence or breaches the School's Code of Conduct will result in disciplinary action, according to the School's Behaviour Policy. If pupils wish to delete any comments, or if they believe another member of the school community has accessed their accounts, they should report the incident to a member of staff, who will contact the Director of e-Learning or the IT services department.
- Any deliberate attempt to damage or 'hack' into the School's ICT infrastructure will result in disciplinary action that may include temporary or permanent exclusion from School.
- The use of mobile phones and personal devices (including listening to music) in lessons is not allowed unless sanctioned by a member of staff for appropriate educational reasons.
- The use of mobile phones and personal devices at other times is detailed in the School's rules; they should not be brought out in the period between lessons but may be used sparingly and responsibly at morning break or lunch. It is not permitted to take (or distribute) films or images of anyone during the school day. Any disruptive or discourteous use of personal mobile technology may result in devices being confiscated and sanctions applied, in accordance with the School's Behaviour Policy. The School rules are published termly and regularly reviewed and updated by senior staff and the Pupils' School Council. In sum, personal devices should be used safely, courteously and appropriately for an educational setting. If pupils are in any doubt what this means for them in any given circumstances then they are encouraged to speak to a member of staff.
- Highgate School uses web filtering software to secure, monitor and limit certain websites for your security. However, if you feel that we have blocked a legitimate website, again, fill in the HERO form (<http://hero.highgateschool.org.uk/hero/website-reporting>) to inform IT Services.

CYBER-BULLYING

- As with all forms of bullying, the School regards cyber-bullying, through the inappropriate use of electronic communication such as text messages, email or postings on social networking websites, like Facebook and Twitter, as unacceptable. This includes the use of technology outside of normal School hours if it interferes with the safety and well-being of any member of the School community. Such incidents will be treated seriously, investigated thoroughly and appropriate disciplinary measures taken if necessary. Full details can be found in the School's Anti-bullying policy.
- Youth Produced Sexual Imagery (YPSI, sometimes referred to as Sexting) is an offence in law and is therefore regarded by the School as a serious concern. If the school is made aware that such images have been shared between or among pupils then the School will follow the guidance issued by the UKCIS (as detailed in the School's Safeguarding and

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Welfare policy). In addition to following safeguarding procedures, the School is likely to regard such incidents as disciplinary matters. In certain circumstances, those who engage with YPSI can expect to be subject to a formal disciplinary Hearing which may result in permanent exclusion from Highgate.

- When posting on HERO and JUNO, pupils should be aware about the impact their words may have on other users. Irony may not be obvious when read out of context, so comments should always be written with this in mind. If abuses are discovered, appropriate sanctions will ensue.