

## HIGHGATE SCHOOL

### IT Acceptable Use Policy for Pupils

- With the exception of portable computers, 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.
- With the exception of Sixth Formers using their personal laptops, pupils are not allowed to connect any personal devices to the network (wireless or cabled).
- Every pupil has an email account issued to them by the School. Pupils must use this email account when emailing teachers at Highgate School, and may also use this email address for personal email. The School will not routinely monitor e-mail messages.
- No software or programs should be installed on any School computer.
- Damage to IT equipment, whether or not it is accidental, should be reported to the IT department or a member of staff immediately.
- 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. Use of the School network is carefully monitored and recorded.
- 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.
- Any deliberate attempt to damage or 'hack' into the School's ICT infrastructure will result in serious disciplinary action that may include temporary or permanent exclusion from School.
- The use of mobile phones, iPhones and any music device in lessons (or in the transition period between lessons) is not allowed. The School's rules are published termly and regularly reviewed and updated. They include advice on the safe, courteous and appropriate use of IT devices.
- 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 then please let the ICT department know

## FOUNDATION

### Cyber-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, as an unacceptable form of bullying. 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.

TJL / FRAR, May 2011