



KING WILLIAM'S COLLEGE

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# King William's College

## Acceptable Use Policy

### Students

This Acceptable Internet Use Policy replaces and supersedes all previous versions.

Review Date: 03/19

Next Review: 03/21

IT Manager: David Butterworth (Interim IT Director)

Designated Person for Child Protection: Stuart Corrie (Deputy Head Pastoral)

## King William's College Acceptable Use Policy – Students

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Agreement is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that College systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **1. General**

- 1.1. I understand that the College regularly monitors use of the ICT systems, email and other digital communications of all its users for my protection.
- 1.2. I will only use the College's computers for schoolwork, prep and as directed.
- 1.3. I will act as I expect others to act towards me. In particular I will respect others' work and property, and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- 1.4. I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language, and I appreciate that others may have different opinions.
- 1.5. I will act responsibly in my use of Social Networking websites, and make sure that my posts do not bring the College into disrepute.
- 1.6. I agree that my image or likeness can be used on the College website or in any promotional material published by the College or associated agencies, with permission of my parents via the photo permission form.
- 1.7. Files brought in on removable media (such as flash drives etc.) may be deleted automatically (without warning) if they are found to contain viruses.
- 1.8. I will not eat or drink near computer equipment.

### **2. Cyberbullying** is the use of information and communication technologies, particularly mobile phones and the internet, to support deliberate, inappropriate behaviour by an individual or a group, that is intended to harm another individual or group. This may be on a single occasion or repeated over a period of time.

- 2.1. I understand that the College considers cyberbullying a serious offence, both within and outside College. I will report any incident of cyberbullying to the Designated Person for Child Protection, which will be logged and followed up in accordance with the College's Anti-Bullying Policy.

### **3. Internet**

- 3.1. I will use the internet responsibly and will not visit websites I know to be banned by the College. I am also aware that during lessons I should only visit websites that are appropriate for my studies. If I am unsure if a site is safe I will ask a member of staff. The internet is NOT a secure means of transferring information.
- 3.2. I will report any misuse of the internet immediately to a member of staff.
- 3.3. I will not attempt to set-up or use any proxy by-pass software in order to by-pass the College internet filter. Any misuse could result in disciplinary action.
- 3.4. I will not take information from the internet and pass it off as my own work (**plagiarism and copyright infringement.**)
- 3.5. I will be responsible in my use of email and any other electronic communications. I will not include any material that is inappropriate or use offensive or threatening language in my emails or in any other communication on the internet. I understand that any email going out from the College will carry the College address and so represents the College. College email addresses will remain active for only one year after graduation.
- 3.6. I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.

3.7. I will not use the College ICT system for on-line gaming, on-line gambling, file sharing or video broadcasting, unless I have permission of a member of staff to do so.

#### 4. E-Safety

4.1. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

4.2. I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room, unless I take a trusted adult with me.

4.3. If I see anything I am unhappy with or I receive a message I do not like (both in and out of College), I will not respond to it but I will save it and talk to a teacher/trusted adult.

4.4. I am aware that some websites and social networks have age restrictions and I should respect this.

4.5. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk either when accessing the internet through the College network or through personal hardware (e.g. laptops and mobile phones).

4.6. I will not attempt to impersonate another person online e.g. post comments and access online accounts (Facebook, webmail) belonging to someone else.

#### 5. Network.

5.1. **I will keep my logins, IDs and passwords secret.** I will not share them, nor will I try to use any other person's username and password. If I feel that password security has been compromised, I will report this to the IT Support Staff and change my password immediately.

5.2. I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes. Any suspicious emails should be reported to ICT support immediately.

5.3. I will not bring files into College (on removable media or online) without permission or upload inappropriate material to my workspace. I will immediately report any damage or faults involving equipment or software.

5.4. I will not attempt to gain unauthorised access to any part of the College's network that is not available from my personal logon, either via the network or the internet. I will not attempt to use or load programmes, files, tools or shortcuts to gain access to restricted parts of the network. I will immediately report any instance where I have inadvertently gained access to restricted areas to a member of staff.

5.5. I understand that this policy also applies when accessing the College's network or systems through my own hardware. For example, accessing the College's wireless network through a Wi-Fi enabled device. I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in school if I have permission from a member of staff.

### STUDENT AUP (ACCEPTABLE USE POLICY)

#### Permission Form for Students

Please read this document carefully. If you violate these provisions, access to the Internet and School network will be denied and you may be subject to disciplinary action. If for any reason you think someone has accessed your area, inform the ICT staff immediately.

Additional action may be taken by the College in line with existing policy regarding behaviour. For serious violations, suspension or exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

Please sign and return this permission form to the Head of Year.

**Name of Student:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

I agree to follow the College's Acceptable Use Policy.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer/House Parent**

As the parent or legal carer of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter, or the child in my care, to access the College's ICT network and resources for educational purposes. I understand that while every reasonable precaution will be taken by the College to provide for online safety, the College cannot be held responsible if students access unsuitable websites.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_