

Appendix 3

STUDENT COMPUTER AND INTERNET ACCEPTABLE USE POLICY

This is a reminder of the agreement you signed when you joined the school and which you reconfirm when you log onto the network.

Our computer network, e-mail system and online platform, together with the internet and the other digital resources that we use, form an essential part of learning and teaching at Highgate Wood School. It is important that we are responsible users of these facilities who know how to use them safely. The school also needs to ensure that we are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. Student access to ICT at Highgate Wood School is dependent on you and your parents\carers accepting and signing the following agreement

Access to the school's computer network as well as my school email and other accounts are to support my learning and progress

- I will not access or try to access any material on the Internet or elsewhere that would be considered offensive or inappropriate in the judgement of the school's Headteacher (or delegate) because of pornographic, racist, violent, illegal, extreme, illicit or other content.
- I am responsible for the files saved in my user area and my e-mail account. Activity can be monitored and my files scanned.
- The school has effective web filtering, but not all inappropriate material is automatically detected. I will not try to "cheat" the filtering system, or search for information of an offensive nature.
- I will be courteous and considerate in my use of ICT and refrain from using obscene, harassing or abusive language or images on the computer or in my online communications.
- I understand the school has the right to take action against me in incidents of inappropriate behaviour that involve my membership of the school community even when I am out of school (examples would be cyber-bullying, or use of images or personal information about people in the school).
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet.
- I will respect other people's privacy. I will not take photographs, or edit images of staff or students without their consent.
- I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me through the internet.

SOCIAL NETWORK AND ONLINE RESPONSIBILITY

Even though most social networking sites are blocked on our school network and mobile phone use is not allowed by students in school we believe that the Highgate Wood School community extends into all our online activity and thus expect all students to behave with the same care, consideration and courtesy in their online lives outside of school as they do in real-life within it.

Issues of cyberbullying, inside or outside of school, are dealt with very seriously, as is the more general conduct of our students online. Students are taught to be extremely mindful of what they encounter online and home information, ideas and individuals can be misrepresented and misunderstood and out people under serious risk. Students are asked to report any on-line issue that makes them feel uncomfortable to esafe@hws.haringey.sch.uk.

USE OF PHOTOGRAPHS AND VIDEO

Highgate Wood School would like to be able to make use of photographs and video of our students for educational, information and publicity purposes in our publications (including our website) and in those of other appropriate organisations (e.g. Haringey Council and the local press). For safeguarding reasons we never match a student's photograph with their name.

As part of the admissions process, we ask all new students and their parents to use photographs in this way. We will ask students each time there is a likelihood of their photograph being taken if we still have that permission, but request that students and/or parents make their request in writing if they no longer consent to photographs being taken and used. This helps ensure that mistakes are not made.

DATA PRIVACY

The school takes its responsibilities for maintaining data privacy and data security very seriously. In order to maintain the smooth running of our systems and to meet our reporting obligations, the school is required to pass on some personal data to other organisations, including the Department of Education and the Local Authority. Details about this are available on the Privacy Notices section of the school website.