



STUDENT ACCEPTABLE USE POLICY FOR ICT AND ONLINE ACCESS

Our computer network, e-mail systems, online platforms (including Satchel One, Office 365 and Google Workspace) together with the many computer programmes and online resources we use, are an essential part of teaching and learning at Highgate Wood School. We must all be responsible users of these facilities and use them safely. To support this, and to teach students the importance of applying the principles of our 4Cs to their online lives, we require all students to agree to the following:

- I understand that I am responsible for the files saved in my user area, my e-mail account and my online accounts, including my personal social network and other accounts. I understand my activity when using these systems can be monitored and that there is always a digital footprint that can be tracked
- I will keep my logins, IDs and passwords private. I will not allow others to use my accounts and I accept that actions carried out on my accounts are my responsibility.
- I will alert the school immediately if I believe someone else has accessed my own accounts or if I suspect my password has been compromised.
- 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, illicit or other content
- I will be courteous and considerate in my use of ICT. I will refrain from using obscene, harassing or abusive language or images on the computer
- I will not take photographs or video of anyone without their clear permission
- I accept that I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me through the internet or other means.
- If I see something that concerns, disturbs or upsets me I will not share it, but I will either tell a trusted adult or report it directly to CEOPS, the Internet Watch Foundation or the school, or do both
- I am aware that some websites and social networks have age restrictions, and I will respect these and not try to cheat these systems
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet without the explicit permission of a trusted adult.
- 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).

If I violate any of the terms of this agreement, I may be denied access to the schools ICT resources for a time and may face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.