BOOTHAM SCHOOL

Acceptable Use Policy for IT including personal electronic devices

This policy relates to the Senior School. A separate policy exists for the Junior School.

Purpose
The purpose of this policy is to:

- Ensure the safety and wellbeing of students
- Prevent bullying
- Maintain the school's Quaker ethos
- Protect the school's IT equipment and the data held on the school's IT systems

What is expected of you
You are expected to act in line with the school's behavioural expectations, including when using IT resources and personal electronic devices. This includes being honest and truthful, and treating everyone with kindness, courtesy, consideration and respect.

The school's IT resources, including email and internet access, are provided for educational purposes, communication with friends and family, and appropriate recreational activities. You are expected to use these resources in a responsible manner.

It is not possible to compile a complete set of regulations about what is, and what is not, acceptable. The following list provides some examples of the rules that you, by using the school's network or electronic devices in school, are agreeing to uphold:

Your conduct

1. I understand that illegal activities of any kind are strictly forbidden.
2. I will always use appropriate language and I will remember that I am a representative of the school on a global public system.
3. I will not create, send, share or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
4. I understand that using any technology (my own or that provided by the school) to harm, coerce, bully or sexually harass another student is a serious offence which may put my place as a member of the school at risk. I agree that such behaviour has no place at Bootham School.
5. I will not use language that could stir up hatred against any ethnic, religious or other minority group or that could be perceived as hurtful.
6. I will not attempt to visit websites that might be considered inappropriate or illegal on either the school network or via mobile internet. (If you wish to access an online resource that is blocked by the School's filters, please use the form on the Student Portal giving a reason why.)
7. I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.

8. I am aware that the school has a responsibility to act if content being created or accessed is illegal. This includes material that is covered by the PREVENT strategy such as radicalisation. I understand that concerns will be passed to the Safeguarding Team who may need to contact other agencies such as the police.
9. I will report to a member of staff, any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable.

Use of our systems

1. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
2. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the IT Department.
3. I will ensure that I log off after I finish using a device.
4. I will not trespass into, or seek to gain access to, other users' files, folders, devices or online content.
5. If I find an unattended machine logged on under another user's username I will not use the machine, but will log it off immediately.
6. I will not use the network in any way that would disrupt use of the network by others.
7. I will not download and/or install any unapproved software, system utilities or resources from the Internet onto a school resource.
8. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
9. I will not attempt to bypass school monitoring systems and understand that VPNs and Peer to Peer networks are strictly forbidden.
10. I realise that files held on school systems may be checked by the IT Department or other authorised members of staff.
11. I understand that the school will monitor my use of IT systems accessed via the school's networks and that this may include internet searches, sites accessed and digital communications.
12. I am aware that email is not guaranteed to be private. Messages regarding illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted. All email messages to school staff must be sent from my school email. (firstname.surname@boothamstudent.co.uk)

Personal electronic devices

Students and parents can contact each other via reception during the day. Devices other than school-provided PCs, e-readers (such as Kindles) or permitted laptops are not allowed in the library or in prep sessions; this includes music players and headphones.

Schoolrooms and Seniors: smartphones and other similar data/internet-enabled devices, if brought to school, must be handed in at reception and collected as you leave the site.

College: smartphones and other similar data/internet-enabled devices may be brought into school but must remain unused and out of sight throughout the day in all areas of the school, unless their use is specifically requested or permitted by a member of staff for learning or activities, or in dedicated College areas.

Trips and Fixtures

Mobile device use on trips and fixtures is at the discretion of the trip leader based on the risk assessment. This will be explained in the trip letter and by the trip leader.

Use of Laptops
Schoolrooms students may only bring a laptop into school with the explicit permission of the Learning Support Department, where they require one to support their specific learning needs.
Seniors and College students may bring a laptop into school for use in lessons, activities and preps with the specific permission on each occasion of a member of staff. At all other times laptops must be switched off and out of sight.

All laptops must be logged on the school network using your own username and password. **Mobile wifi hotspots are not permitted in school**.

Devices on Mobile Internet (4G / 5G)
This policy applies to all devices used in school or when students are the responsibility of the school even if they are on a mobile network.

Boarding Houses
Regulations for device use outside of the school day will be explained to boarders. Speak to your Head of House if you are not sure what to do.

Misuse
When a device is used in an unacceptable way, you will be asked for the device and it will be given to one of the Deputy Heads. In some severe cases the device may be returned to your parents or guardian.

Other school sanctions may be given if the device has been used in a way that is at odds with the principles of the community.

Use of personal electronic devices outside school
You are responsible for your use of electronic devices at all times. If the school becomes aware that a student has been using a device in a way which is at odds with the behavioural expectations, it reserves the right to investigate and take appropriate disciplinary action.

Supervision and monitoring
IT resources are monitored to help ensure that they are used in line with this policy. The School reserves the right to examine, use, and disclose any data found on the school's networks in order to ensure the health, safety, discipline, or security of any member of the community, or to protect property. The School filters and logs all internet access to ensure that only age appropriate information can be accessed. Extremist, illegal and pornographic material is blocked for all users. The information gathered may be used in disciplinary actions, and will provide evidence of crime to law enforcement.

If you wish to access an online resource that is blocked by the School’s filters, please use the form on the student portal.

Consequences for violation
Violations of the Acceptable Use Policy may result in disciplinary action, including the loss of your privileges to use the school's IT resources.

Student User Agreement
I agree to follow the school rules on the use of the school IT resources. I will use them in a responsible way in keeping with the school’s ethos, and will observe all the conditions

explained in the school Acceptable Use Policy.

I agree to report any misuse of the network to the IT Department.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to the IT Department.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored or their past use investigated.

This Policy will be reviewed on an annual basis for matters of fact and process