



Effective Date: 1 st August 2017	Title: STUDENT Acceptable Use Policy
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Supersedes Date: 22 nd August 2016	Originator: A. McGarry

Student Acceptable Use Policy

LVS encourages all pupils to make full use of ICT to support their learning and personal development. All pupils have access to the computer network, enabling them to use standard applications and online facilities such as access to the internet and electronic mail.

Pupils must restrict themselves to usage which is ethical and which we consider appropriate. They may assume that their data is secure against interference by other users. However, their activities may be scrutinised by I.T. staff or the eSafety coordinator during routine system maintenance, or if there is reason to suspect misuse of the network.

Pupils should ensure that they are aware of the rules which govern their use of the school's ICT facilities. Pupils are required to sign the Student Acceptable Use Policy before being permitted to use the school network. Guidance notes for acceptable use and best practice form part of this policy document and are available on the network or from the school upon request.

A Use of ICT Facilities

These rules apply to all computer facilities that are provided for access by pupils.

1. Pupils must treat all I.T. equipment at school with respect and ensure that their computer is left in the same state in which it was found.
2. Pupils must connect their own mobile devices to the BYOD Wi-Fi when in school and may not use any other mobile or wireless network to access the internet.
3. Pupils must report immediately to a member of staff any damage to or malfunction of computers, equipment, furniture or fittings.
4. Pupils must always use their own user identification and password when logging on to the network, and may not attempt to impersonate another user.
5. Pupils must always log off the network before leaving a computer unattended
6. Pupils must never divulge or share their passwords with any other person.
7. Only software which has been provided on the network by LVS may be run on the machines.
8. Any attempt to bypass security on the computer systems, or to move, disconnect, power down or alter the settings of equipment will be considered a serious breach of these rules.
9. Pupils may not access, copy, remove or otherwise alter other people's work or files.
10. Pupils must be aware of and comply with the restrictions placed on certain kinds of usage, notably the playing of games or other recreational activities, and restrictions placed on specific machines.
11. No food or drink may be consumed when using computer equipment.
12. I will not look at or delete other people's work or files.
13. Pupils must ensure that all contact with other people at school is responsible, and must not cyber-bully pupils or teachers.
14. Pupils must not reveal any personal details, such as name, address, school or phone number on the internet.
15. For safety, pupils arranging to meet a new contact from the internet must tell their parent or guardian and they must be accompanied by their parent or guardian at any such meeting.
16. Pupils must be aware that everything they do on the computers at school is monitored and logged and that the school can speak to their parent or guardian if a teacher is concerned about their online safety or behaviour when using school computers.



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17. Pupils must understand that images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the internet or in the media with permission from the school.
18. Pupils must never take photos or video of students or staff whilst on the school site or trips, unless permission has been given by a member of staff.
19. Pupils must not take photos or video in bedrooms or dormitories unless the Housemaster/mistress (HM) has given permission for a specific reason and notified the Deputy Head Pastoral of this reason. On school trips pupils must not take photos or video in bedrooms.
20. Live video conferencing is allowed in boarding houses as long as all present have agreed then it is acceptable at that time. No video conferencing may be recorded without the HMs' permission.
21. Pupils must not; Possess, download or distribute copyrighted information, files and/or software.

B The Internet, email and permitted mediums of social networking

The school's internet access is via a filtered service, although there can be no guarantee that unsuitable material is never available to users. Pupils are only allowed to use the school email service. No web-based email, chat rooms, forums or other social medium are permitted in school time, unless agreed by staff for curriculum use.

Pupils must not:

1. Send electronic communications which are impolite, indecent, abusive, discriminatory or defamatory, or bring the school into disrepute, both during and outside school time.
2. Disclose the personal details of any other pupil to a third party.
3. Upload or download any unauthorised software.
4. Circumvent user authentication or security of any host, network, or account (referred to as "cracking", "hacking", "proxy avoidance" or using anonymity software), nor interfere with the service to any user, host, or network (referred to as "denial of service attacks").
5. Bypass the school filtering systems.
6. Purchase goods or services via the computer network.
7. Use the computer network to gain unauthorised access to any other computer network.
8. Attempt to spread computer viruses or attempt to disrupt or harm the network in any way.
9. Access any inappropriate internet sites or attempt to download, send, print, display or otherwise transmit any material which is unlawful, obscene or inappropriate. Pupils must check with a teacher if they believe that a website may contain such material. Pupils must inform a teacher immediately if they find such material during school time.
10. Breach another person's copyright in any material. Pupils must respect copyright law when making use of images and videos in school work, and must use and attribute "Creative Commons" material as taught in ICT lessons.
11. Only use a mobile phone or mobile device in school when permission has been granted by a teacher. If permission is granted, use a mobile device as if it was a school computer, following all the rules for using school computers.

In addition, pupils may only use their mobile phones or other mobile devices in school when permission has been granted by a teacher. If permission is granted, they must use their mobile device as if it were a school computer, following all the rules for using school computers. Please refer to the BYoD policy for further details.



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C Sanctions for improper use

Failure to comply with the rules which govern use of the network may result in pupils being excluded from use of the network, and in punishment in accordance with behaviour management policies, or, in serious cases, referral to the Head of School.

Pupils and parents are asked to sign the LVS Computer Use Agreement as attached and return to the school.



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LVS

Computer Acceptable Use – Pupil/Parent Agreement Form

Please complete and return this form to the Head of School.

Pupil:

I have read and understand the school policy & rules for responsible ICT Use, and agree to comply with them. I will use the internet, email and other ICT facilities at school in a safe and responsible way and observe all the guidance and restrictions set out above, including any other advice given by school staff. I understand that these rules are designed to keep me safe and if they are not followed, sanctions may be applied and my parent or guardian will be contacted.

Parent/Guardian:

I have read and understand the school rules for responsible ICT Use, and as the parent or legal guardian of the pupil signing below, I grant permission for my son or daughter to use the internet, email and other ICT facilities at school. I understand that the school will take reasonable precautions, including the teaching of internet safety skills to pupils, to ensure that pupils cannot access inappropriate materials, but accept that the school cannot be held responsible for the nature and content of materials accessed via the internet. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions. The LVS Ascot reserves the right to modify this policy or any related policies at any time without prior notice.

Pupil's Name House

Pupil's Signature Parent's Signature

Date:/...../.....



IT POLICY

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APPROVAL/CHANGE FORM

Approval/Change Form		
ORIGINATOR: _____ SIGNATURE: _____ (BLOCK CAPITALS)		
WITHIN DEPT.: REVIEWED BY: _____ POSITION: _____ DATE: _____ _____		
EXTERNAL TO DEPT.: REVIEWED BY: _____ POSITION: _____ DATE: _____ _____		
REVISION NO.	REASON FOR REVISION	EFFECTIVE DATE
000	First Issue	1 Aug 2002
001	Second Issue	1 July 2004
002	Third Issue	17 May 2005
003	Fourth Issue	1 September 2005
004	Fifth Issue	18 th June 2007
005	Sixth Issue	22 nd July 2009
006	Seventh Issue	23 November 2009
007	Eighth Issue	29 November 2010
008	Ninth Issue	11 th December 2012
009	Tenth Issue	20 th June 2013
010	Eleventh Issue	25 th February 2014
011	Legal revision	14 th April 2015
012	eSafety Committee agreed changes	2 nd July 2015
013	Amendment for anonymity software	25 th August 2015
014	Annual review	22 nd August 2016
015	Annual review	01 st August 2017

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Reviewed: 21st August 2017

To be reviewed no later than: 21st August 2018