Bishop Stopford School
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Acceptable Use of ICT – Student Expectations

This document outlines the expectations of students while using ICT in school. The school commits to ensuring that all ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school commits to ensuring that students have good access to ICT to enhance their learning; in return, the students commit to be responsible users. Students represent the school community in all their interactions on the network, including online, and are expected to uphold our core values.

Any damage, faults or concerns about the ICT in school must be reported to a member of the ICT team immediately.

Acceptable use:
- Students must not misuse the network or school hardware in any way. This includes (but is not limited to) vandalism, deliberate attempts to infiltrate the school network or upload, install or transfer malware. The school reserves the right to charge families for any damage caused by a student.
- Students must report any misuse of the network to a member of staff.
- School devices must be used for educational purposes; games, social media and messaging sites must not be accessed.
- Students must not send or receive any unlawful, obscene, threatening or inappropriate material, or that which seeks to cause offence or distress.
- Students should not reveal their or anyone else's personal information to anyone, especially their home address, email addresses or personal telephone number.
- Students should not reveal their password to anyone or attempt to login into the school's ICT systems as another user. If a student thinks someone has obtained their password, they should contact a member of ICT Support immediately.
- Electronic mail (e-mail) is not private and the school reserve the right to view messages sent from and to the school's email systems.
- At the class teacher's discretion, students may be allowed to borrow a school laptop. Laptops should be carried with the lid closed and held with both hands. If there is any damage to a device, the student must notify their teacher immediately.
- Students must not introduce an executable file (eg '.exe, .cmd, .bat, .bin'), unless explicitly required by a member of staff within the taught curriculum.
- Students may not use AI programs and resources to create, enhance or adapt assessed work under any circumstances. Please refer to the Exams and JCQ Policy frameworks for further information.
- Students must not use external media (e.g. USB memory drives and external hard disks) as their primary storage repository as it is not possible to recover lost or corrupted files. Students are advised to save all files to their One Drive where it is routinely backed up.

Consequences for failure to adhere to these expectations:
- Access to the school network may be removed or restricted.
- Sanctions may be applied in line with our school behaviour policy. This may include external suspension.
- The school reserves the right to report unlawful activity to the Police which may result in criminal prosecution.