



STUDENT ACCEPTABLE USE OF ICT POLICY

September 2023

1.0- A. Mills & All Teachers

Chair of Governors: _____(Signature)

Date signed: _____



Acceptable Use Policy

Introduction

To ensure your child can fully utilise the school network and devices both within and outside of the school, it's important to familiarise yourself with this policy. Understanding and adhering to these guidelines will enable seamless integration into our digital learning environment at Twynnyroddyn Community School.

Acceptable Use Policy

The School assumes that parents will ensure that their child understands this policy before coming to school and/or before working from home. Use of Twynnyroddyn Community School ICT resources and services is approved at the school's discretion. This policy is essential for managing and sustaining the integrity and legality of the Twynnyroddyn Community School network and computing resources.

Remote Learning and use of Microsoft Teams:

- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams.
- Pupils are unable/may not attempt to start or record a meeting/lesson.
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the Twynnyroddyn Community School Teams Account.
- Pupils should blur their background if in a conference meeting which involves a camera.
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

General Use:

- Use of the Twynnyroddyn Community School network constitutes agreement to comply with this policy.
- These rules apply to the use of any of the school computers, wherever they may be. They also apply whenever a user is logged on to the Twynnyroddyn Community School network.
- Pupils are given a user account to enable them to use the facilities on the school network. Use of this account is monitored – it is neither private nor privileged.
- Pupils are given an email account to use; the account is monitored and filtered. The user is responsible for the content on their account and is permitted to follow the generally accepted rule of network etiquette. These include but are not limited to:



- Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users.
- Users are not allowed to distribute images of themselves or others.
- Users should be polite and use appropriate language. Do not swear or use vulgarities. Do not harass or bully.
- All pupils will be assigned individual passwords which must not be shared. Learners will be reminded never to share passwords and to log out after every session.
- You must not use someone else's username to gain access to the school network.
- You must not write down your password, nor share your password with another.
- You may not attempt to circumvent the security of any host, network, or account, or penetrate security measures ("hacking") on or accessed through the Twynyrodyn Community School network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not use the network or your own property to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the network.
- You must not transmit, re-transmit, publish, or store material on or through the Twynyrodyn Community School network which is bullying, threatening, abusive, hateful, indecent, or defamatory.
- You must report any unpleasant material or message sent to you. This report would help protect other pupils and you.
- Pupils are not permitted to have personal computers at the school unless they have properly documented educational needs, where a computer may be used to access Special Education Needs "SEN" services. A separate SEN AUP will need to be signed.
- Storage media, such as USB sticks/keys, is prohibited at the school.
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped. They may also render themselves liable to sanction from the Headteacher up to and including exclusion.
- Any property owned by pupils, such as mobile phones and iPods, may not be used to watch any moving images whatsoever.
- You may not access the internet except through the school network.
- Above all, you should be KIND ONLINE.