



# Student ICT and Mobile Device Use Policy

This policy was approved and ratified by Cox Green School's Peoples and External Relations Committee

On 17<sup>th</sup> January 2017

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	July 13	Sept 13	July 15
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2.2	Peoples & External Relations	17/1/17	17/1/17	Jan 2020



## Key requirements / legal duties

This policy covers the Student use of IT systems and mobile device usage at Cox Green School including the understanding of e-safety in the use of internet and email systems.

This policy aims to provide students with a clear understanding of the guidelines and consists of four sections:

1. Acceptable use of ICT equipment
2. Use of email and internet by students
3. E-Safety including sexting
4. Use of mobile devices by students

This policy is linked to Home School Agreement Policy and the school's Behaviour for Learning Policy.

The term "students" is used to describe all persons attending the school in any capacity other than someone covered under the Staff Policy; this includes the students enrolled, guest students, consortium students and any other person that is not an adult working for the school.

The school does not permit access to the school's secure network from a personal device, however it does recognise that students may use a personal device to access school resources in other ways such as email or remote access or via the guest wireless access. This policy therefore covers personal devices where used to work on any school work or school services.

As a student of the school it may not be the device but the user's actions that activates the policy, for example the use of remote access from a public computer would still be covered as using school resources remotely are covered in this policy. It is therefore recommended students read this policy thoroughly.

### 1. Acceptable Use of ICT Equipment

Cox Green School is committed to safeguarding its ICT infrastructure to ensure it can be used in the most effective manner to support teaching and learning processes. Ensuring the safety and integrity of the school's ICT infrastructure is the responsibility of all staff and students.

The school encourages students to fully use the ICT infrastructure, including portable devices where no desktop computers are available. The school encourages students to use ICT in a responsible. Portable devices include for example laptops and other portable ICT devices.

As a user of ICT services at the school you have a right to use its computing services; that right places responsibilities on you as a user which are outlined below. If you misuse school computing facilities in a way that constitutes a breach or disregard of this policy, consequences associate with that breach will be applied and you may be in breach of other school policies.

Ignorance of this policy and the responsibilities it places on you, is not an excuse in any situation where it is assessed that you have breached the policy and its requirements.

Students should be advised of this policy during their induction and enrolment at the school, also of the school's requirement for them to adhere to.



For the purposes of this policy the term “computing services” refers to any ICT resource made available to you, any of the network services, applications or software products that you are provided access to and the network/data transport infrastructure that you use to access any of the services (including access to the Internet). Students who connect their own ICT to the school’s guest network and the services available are particularly reminded that such use requires compliance to this policy.

### **Aims**

- To protect the school’s networks and equipment
- To protect the schools data
- To protect the school, its employees and its students from activities that might expose them to legal action from other parties or other threats.

### **Guidelines**

#### **Password security**

Access to all systems and services is controlled by a user account and password. Students are allocated their username and password as part of their enrolment with the school. Issuance and continued use of your user account is conditional on your compliance with this policy. Usernames and passwords are not to be shared or revealed to any other party. Those who use another person’s user credentials and those who share such credentials with others will be in breach of this policy.

The school provides a random password issued to the user on induction, the user may change this password. Students’ passwords must meet complexity requirements of at least 6 characters in length and contain at least one letter and one number. Special characters can be used to improve password security. The first password provided to the user is randomly generated by the schools user account control system and the user can continue to use this password.

#### **General Conditions**

Use of the school “computing services” should be for your study and research purposes of the school.

- Your use of the school’s computing services must at all times comply with the law.
- Your use of the school’s computing services must not interfere with any others use of these facilities and services.
- You are not entitled to use a computer that you have not been authorised to use (students are prohibited from using any staff computers including staff laptops).
- You must not access any programme or data which has not been specifically authorised for your use or installed by the schools IT Support.
- You must not use or copy any data or program belonging to another user without their express and specific permission.
- You must not alter the computer material belonging to another user without the users’ permission.
- You must not use school computing services to harass, defame, libel, slander, intimidate, impersonate or otherwise abuse another person.
- You must comply with digital media laws. For example using an image from the internet without the author’s permission is a breach of copyright. Users should only use images marked as “Labelled



for reuse” or “Labelled for reuse with modifications” as applicable or use a website providing images with such license.

- You must not use the school’s computing services to conduct any form of commercial activity without express permission of the IT Manager.
- You must not use the schools computing services to disseminate mass (unsolicited) mailings.
- You must not attempt to install, use or distribute software.
- You must not use any peer-to-peer file sharing software.
- You must not use any IRC (Internet Relay Chat) or messenger software including, but not limited to AOL, MSN, Yahoo! Or other “Messengers”, IRC or “chat” clients.
- You must not post or subscribe to newsgroups, on-line discussion boards or email list groups from the schools facilities, unless specifically related to school activities.
- You must not use any form of network monitoring.
- You must not play computer games of any nature whether preinstalled with the operating system or available online.
- While in lesson or in a room allocated for study, you must be working on the set tasks or homework, students found to not be working on task may be removed from the computer.

### **Anti-Virus and Firewall Security**

All school computers are installed with current versions of virus protection and firewall software by the IT Support department. Users are not to alter the configuration of this software. This software is installed to prevent an attack of malicious software and to prevent loss of data and corruption of programs/files. Users must ensure that they are running with adequate and up-to-date anti-virus software at all times if they are using a personal device. If any user suspects viral infection of their machine, they should inform the IT Support department immediately, if it is a personal device the user should disconnect it from the schools guest network as well. If the IT Support department detects a machine behaving abnormally due to a possible viral infection it will be disconnected from the network until deemed safe.

### **Physical Security**

The users of ICT equipment should always adhere to the following guidelines:

- Treat equipment safely, in the same manner as a reasonable person would.
- Keep liquids and food away from the ICT equipment.
- Do not place objects on ICT equipment.
- Any portable computer must be returned and put on charge when not in use.
- Report any suspicious behaviour or damage to the class teacher.

### **Remote Access**

Remote access to the school network is possible through the remote access portal. This portal allows students to access their documents and some school applications from various types of device along with other useful links. Students who connect to the remote access portal must use this service as if they were in school, following the same rules and precautions.

### **Monitoring and Logging**



Activities regarding network transactions are monitored, logged and kept for an appropriate amount of time. Logs are taken for reasons of security, diagnostic and account/audit reasons. Logs are available only to authorised systems personnel and kept for no longer than necessary and in line with current data protection guidelines.

All computer use is recorded and may be monitored. The monitoring system will flag key words and key activities to the attention of the IT Support team who may alert the class teacher. If the violation is found to be in breach of this or any other school policy it may be required to pass the information on to the relevant parties. This includes the Designated Officer for Child Protection if applicable.

Remote support is also provided using the same system and access to student computers is available to school staff. All remote controlled events are logged and accessible to the IT Network and Systems Manager.

Such records and information are sometimes required under law by external agencies and authorities. The school will comply with such requests when formally submitted. In the event of an internal investigation, logs will be given to the designated investigating officer for review.

### **Breach of This Policy**

Incidents which are determined to be in contravention of this policy will be assessed for their severity. Investigating such incidents may require the collection and evaluation of user related activity for evidence.

It is not possible to provide an exhaustive list of potential ways in which a user may contravene this policy but in general such breaches will be categorised into one of three levels of severity and each level of breach will carry with it a possible range of sanctions, consequences and/or penalties. In the event equipment is damaged or lost as a result of non-compliance with this policy or as a result of other negligent action, then you may be required to make a full or partial contribution towards any reparation/replacement costs, at the discretion of the school.

The lists below are examples and are not an exhaustive list of breaches for each category.

#### **Minor Breach**

This level of breach may attract a verbal warning which may be held recorded on their student file. In general this category will relate to behaviour or misuse of computer facilities that can be characterised as disruptive or a nuisance. Examples of this level of non-compliance would include:

- Taking food and/or drink into ICT facilities where they are forbidden.
- Sending nuisance (non-offensive) email.
- Behaving in a disruptive manner.

Not all first offences will automatically be categorised at this level since some may be of a significance or impact that elevates them to one of the higher levels of severity.

#### **Moderate Breach**



This level of breach may attract more substantial sanctions and/or penalties. Examples of this level of non-compliance would include:

- Repeated minor breaches within a 12 month period.
- Unauthorised access through the use of another user's credentials (username and password) or using a computer in an unauthorised area.
- Assisting or encouraging unauthorised access.
- Misuse of software or software license infringement.
- Copyright infringement.
- Interference with workstation or computer configuration.

### **Severe Breach**

This level of breach may attract more stringent sanctions, penalties and consequences than those above, and access to computing facilities and services may be withdrawn (account suspension) until the disciplinary process and its outcomes have been concluded. Examples of this level of breach would include:

- Repeated moderate breaches.
- Theft, vandalism or wilful damage of/to ICT facilities, services and resources.
- Forging email i.e. masquerading as another person.
- Using the internet to engage with activities which are a security risk as identified by the PREVENT agenda
- Sending abusive, harassing, offensive or intimidating email.
- Maligning, defaming, slandering or libelling another person.
- Loading, viewing, storing or distributing pornographic or other offensive material.
- Unauthorised copying, storage or distribution of software.
- Any action, whilst using school computing services and facilities deemed likely to bring the school into disrepute.
- Attempting unauthorised access to a remote system.
- Attempting to jeopardise, damage, circumvent or destroy ICT systems security.
- Attempting to modify, damage or destroy another authorised users data.
- Disruption of network communication capability or integrity through denial of service attacks, port scanning, monitoring, packet spoofing or network flooding activities.
- Attempting to defraud the school of a school owned device.

### **Process**

An investigation will be carried out, in confidence, by a member of the SAFE Team under the direction of the Headteacher with the IT Network and Systems Manager. That investigative report will be passed to the Key Stage Leader to be considered within the academy's disciplinary procedures. Referrals may also be made to the Local Authority other agencies if an act of terrorism is suspected.

## **2. Use of Email and Internet by Students**

### **Principles**



The provisions of this Policy apply to all students whether or not they have access to, or sole use of, an e-mail/the Internet on a school or personal computer. Although access to such facilities do not form part of the benefits provided to students it is recognised that there are occasions when students might legitimately make private use of these facilities. This Policy is intended to make clear what constitutes legitimate use. It is intended not to place students under unjustifiable scrutiny, but to give them a high measure of security and confidence about their use of e-mail and the Internet.

The sections of the policy covered by behaviour and should be read in conjunction with the appropriate student behaviour for learning policy.

### **Purposes**

This policy aims to:

- Provide guidance on inappropriate use of school email, internet facilities or school devices.
- Clarify when the school monitors student usage of these facilities and expectations of students while using these facilities.

### **Use of email**

- Students may only use school e-mail accounts on the school system.
- Students must tell a teacher or their SAFE Manager if they receive offensive e-mails.
- Students must not reveal details of themselves or others, such as address or telephone numbers, or arrange to meet anyone in e-mail communication.
- Access in school to external personal e-mail accounts is strictly prohibited and settings to block these are set on the schools filtering system.
- Excessive social e-mail should not be used as it can interfere with learning. Sending and receiving social e-mails in lessons will be dealt with in the same behavioural framework as other off-task behaviour.
- The forwarding of chain letters is banned.
- Student e-mail accounts may not send bulk emails.
- In the school context, e-mails should not be considered private and the school reserves the right to monitor e-mails of students. The school is mindful of the need to balance the need to maintain the safety of students and the preservation of human rights.
- E-mail communication between staff and students should, for the protection of both parties, only take place through the school email where such communication is easily monitored and tracked.
- Private e-mail addresses should not be shared between staff and students.

### **Use of the Internet**

Students will be encouraged to develop skills to allow them to become discriminating and productive Internet users. The skill development opportunities are incorporated into programmes of study in ICT and regularly reinforced in other subject areas.

- Internet access will be planned to enrich and extend learning activities.



- Through the curriculum / assemblies and the school website students will be guided on online activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- The school will encourage practices which ensure that the use of Internet derived materials by students complies with copyright law.
- Students will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- If students discover unsuitable sites, the URL (website address) and content must be reported to the IT Network Manager via the class teacher.

Internet access is provided for all students. Approval for student internet access is gained from parents/guardians using the annual information check carried out in the Autumn Term.

- A copy of this Policy is posted in the Cox Green School website.

The school recognises its responsibilities in protecting students from exposure to unsuitable material. It is impossible, however, whilst maintaining a flexible and responsible system, to remove completely the risk that students might access unsuitable materials.

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on the school computers. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The school will utilise the filtering systems which have been researched, purchased and implemented by the schools IT Support department and augment this by other safeguards as appropriate.
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the network manager.
- Students are be informed that Internet use will be monitored by an acceptance form on enrolment and when logging onto school devices which refers to this school policies.
- Misuse of the school's computer system by students will be dealt with in accordance with the school's behaviour policy framework.
- When appropriate the school's designated Child Protection coordinator will be involved in accordance with the Child Protection Policy.

Public and unregulated groups, chat rooms, blogs and online communities can be of educational use but currently present an unacceptably high risk to students' safety.

- Students will be restricted from access to most public or unregulated chat rooms.





- Students will use only regulated educational chat environments or where advised by their class teacher. In most circumstances chat will take place through the school's system.
- The use of school email is freely accessible round the clock to students.
- Chat and forum communication between staff and students should, for the protection of both parties, only take place through school approved systems.
- Access to the Internet over the mobile phone network cannot be regulated by the school.

### **Monitoring the use of e-mail and the Internet**

Although the school has systems that actively monitor all IT facilities including email, internet and phone use and it is within the schools rights to monitor the use of its systems, it does not do so as a matter of routine constantly monitor use. However where there are reasonable grounds to suspect an instance of misuse or abuse of any services provided by the school or on a school device, the school may monitor and activities on these services/devices.

## **3. E-Safety**

### **Principles**

The purpose of this section is to guide students on the safe use of e-resources and general safe use of the internet and email. The school uses a web filtering system to reduce the risk of its users entering web sites that may pose a risk either to the user, the schools IT infrastructure or the schools data. When using resources outside of the Cox Green School network, users are not protected by this filtering system and must be aware of the dangers. Students are likely to be part of multiple social media sites, many threats exist on the internet especially on social media sites. Information relating to protecting these accounts from such threats by use of privacy settings can be found on most social media sites help or support pages.

### **Guidelines**

The internet and mobile technology allows ways of communicating quickly and efficiently. However there are risks and issues attached, particularly when behaviour is neither appropriate nor responsible.

The following rules and guidelines should be noted:

- **Do** inform your parent about any encounters that worry you.
- **Do** set up your privacy setting for any social networking site.
- **Do** ensure your mobile phone (any technological equipment) is password/PIN protected.
- **Do** make sure that all publicly available information about you is accurate and appropriate.
- **Do** remember online conversations may be referred to as 'chat' but they are written documents and should always be treated as such.
- **Do** make sure that you know the consequences of misuse of digital equipment.
- **Do**, if you are unsure who can view online materials, assume that it is publicly available. Remember once information is online you have relinquished control of it.
- **Do not** behave in a way that could suggest that you are trying to develop a personal relationship with a member of staff.
- **Do not** give your personal information to strangers. This includes mobile phone numbers, social networking accounts, personal website/blog, online image store sites, passwords etc.



- **Do not** use the internet or other non-school web-based communication to send personal messages to school staff.
- **Do not** add staff or their relatives as friends or to lists on social networking sites, gaming websites, content sharing sites, etc.

### Threats

The internet is massive, there are many sites and the content on them can vary, you should keep to regular websites where possible and try not to browse unknown websites. There are many malicious websites imitating legitimate ones such as banking websites. It is recommended you save legitimate websites to your favourites so you can quickly access them. Many websites have a security certificate which appears as a padlock in the address bar, this certificate is a form of certifying the website. It does NOT prove it is a legitimate site, only that the website address you have visited is actually hosted by the company who owns the domain name.

Some malicious websites contain viruses that can infect your computer just by browsing to the web page so you should report any suspicious behaviour of your school device to the IT Support team or your teacher. You should ensure you have adequate antivirus protection on your personal device to help protect you from these threats. If you are on a website that does not look/feel right, do NOT proceed.

The school operates a content filtering system and a business grade firewall. Access to websites is limited and the ability to access malicious or inappropriate websites is restricted in school. Outside of school you are likely to be on an unfiltered connection which allows access to websites that are against school policies such as Social Networking sites, pornographic sites, hacking sites, etc. To protect you against accessing websites it is recommended you check the name of the website before entering it, only enter sites you know or check the website using a search engine which allows you to obtain a brief summary of the intent of the website. Accidental access to inappropriate websites should be reported to your teacher or form tutor, who will notify the IT Support team to note this against the log on the monitoring software.

Other threats include those of other users. Often on legitimate websites there are users who will attempt to cyberbully, threaten, slander, troll, spam, radicalise etc. It is recommended you ignore these users or report them to the sites abuse team. Users who are in school should be followed up in line with the schools policies and reported to the SAFE Team who can take necessary measures.

Accessing account protected websites on a public computer or public wireless network can open you to a credential theft. Malware or so called packet sniffing programs can identify login details on unsecure networks. It is recommended that you regularly update your login details and only access secure website from a secure network connection.

### Reporting abuse

If you receive abuse on school systems of a cyber-nature you should report it to the IT Support team or SAFE team who can investigate. You should always refer to the school behaviour policies if it is perceived to be coming from another user inside the school.

## 4. Use of Mobile Devices by Students

### Principles



Cox Green School accepts that parents may wish their child to be able to contact them outside of school hours by the use of a mobile phone. The governors do not wish to encourage mobile phones on the school site, but endorse the policy for all students as listed below (including sixth form).

### **Emergent Technologies**

Senior staff will maintain an up to date knowledge of emergent Internet technologies and their potential for delivering educational or institutional benefits. New technologies will only be implemented after a thorough risk assessment carried out by the suggesting member of staff, senior leadership team member responsible for curriculum IT development and the IT Network Manager.

### **Mobile Devices**

Mobile devices will be allowed on the site by students and are subject to the agreed restrictions:

- They are allowed to be used in class with the teacher's permission for learning purposes; Use of mobile devices for internet access not directly approved by the class teacher and only during that lesson is strictly prohibited; mobile devices outside this agreement will be confiscated on sight.
- Phone / devices must be kept in a student's bag and not carried nor displayed on a student's person during the rest of the day
- They should be turned off at all times unless a member of staff has given a student permission to use their device.
- Students should not use their phones to communicate with parents/other students during the school day unless they have sought permission from a member of staff.
- Students who bring their mobile devices into school do so at their own risk, the school cannot be held responsible for the safety and security of these devices. The school will not accept any liability for misuse or loss of a mobile phone.
- Students should check with their parents before bringing devices into school, ensuring the device is properly insured and sufficient mobile data is available to avoid additional charges from the mobile service provider.
- Parents should be aware by providing their child with a mobile device that has a mobile data connection that it this is not filtered and there is access to potentially high risk sites.
- Any transgression from this policy will result in the mobile phone being confiscated and retained until collected by an adult listed as a contact on our database.
- If the mobile device is not collected by an adult listed as a contact on our database, it can be returned to the pupil after five school days.

The school takes incidences of bullying (using mobile phones) and sexting seriously. Such incidences may be referred to the police and the following guidance adhered to :

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551575/6.24\\_39\\_KG\\_NCA\\_Sexting\\_in\\_Schools\\_WEB\\_1\\_.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.24_39_KG_NCA_Sexting_in_Schools_WEB_1_.PDF)

The same policy applies to other items such as I-Pods, MP3 Players and Smart Watches.



### **Communication of policy**

This policy will be published on the School website.

### **Evidence of implementation**

The People and External Relations Committee will discuss this policy regularly and Governors will question and require evidence on its implementation.

### **Review of policy**

This is a non-statutory policy and will be reviewed every 3 years unless there are updates which are required to be made.

### **Appendix 1: Declaration to Comply with IT Policies**

Please only sign if you have fully read the Student ICT and Mobile Device Use policy. By signing the acceptance form you are agreeing that you have fully understood the terms and conditions and all the instructions/policies of Cox Green School IT support department.

Please contact the IT Network and Systems Manager if you are not sure of any policies and terms and conditions of use.

#### **Declaration**

I hereby confirm that I have read and fully understood the terms and conditions of the Student ICT Policy which is available on the school website and will strictly follow the policies of the student/user of Cox Green School IT systems and services.

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_