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ACCEPTABLE USE POLICY

ISB believes that the internet is a resource that the school and pupils should positively engage with. Despite the recognised dangers, the Internet is a net benefit to education and our policies are biased in favour of its use.

The school believes that there is no simple technological solution to the problem of keeping children safe online. One factor in Internet safety is to ensure appropriate supervision. All the staff in the school are aware of the issues surrounding the Internet and the need for appropriate supervision.

Major educational agencies believe that aggressive Internet filtering is detrimental to the experience of using the Internet in the classroom and has a limiting effect on a child's ability to use new technologies safely. As a result, our policy is based around a combination of:

- A clear Acceptable Use Policy
- Technical safeguards
- Monitored usage
- Disciplinary measures

Every attempt should be made for staff, parents and pupils to work together so that use of the Internet is as safe as possible. All equipment and other users should be treated with respect and the facilities should be used in such a way that does not disrupt its use by others.

Parental Role

Parents have a responsibility to be aware that there may be risks associated with the Internet access and the steps the school is taking to address these. The school will do all it can to ensure that parents are informed of its Internet Acceptable Use Policy by making this document available to parents on our website.

Parents will also wish to ensure safe use of the Internet in the home or in other contexts outwith school where a number of the outlined safety measures may be absent. We strongly recommend that parents refer to available advice about the safe use of the Internet and ensure that they are aware of any access that is taking place. In this context we advise our parents to use Jamf Parent App to monitor and limit their child's activities on their devices. Please refer to this document for further instructions about how to install and use this app at

<https://resources.jamf.com/documents/products/documentation/jamf-parent-guide-with-jamf-school.pdf>

Remit

The school will make its best efforts to protect children using the Internet through their devices and through the school's Internet connection.

The school cannot control Internet access by pupils using own devices with separate Internet access (for example, 3G mobile phones) which is why such devices are not allowed in school in accordance with our Mobile Devices Policy. The school does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter.

Acceptable Use

Pupils and staff may use the school network for educational purposes. Educational purposes are defined as:

- Teaching
- Research
- Personal educational development
- Administration and management of courses and the educational policy of the school
- Development work associated with any of the above

Subject to the "Unacceptable Use" section below, the school network may be used by pupils and staff for any lawful activity that is in furtherance of the aims and policies of the school.

Unacceptable Use

Unacceptable use includes (but is not limited to) all of the following:

- Disclosure of usernames and passwords to any pupil for any reason
- Creation or transmission or causing the transmission of any offensive, obscene or indecent images, data or other materials or any data capable of being resolved into obscene or indecent images or material
- Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety
- Creation or transmission of material with the intent to defraud
- Creation or transmission of defamatory material
- Creation or transmission of material such that this infringes the copyright of another person
- Creation or transmission of unsolicited bulk or marketing material to users inside or outside the school
- Deliberate unauthorised access to networked facilities or services

- Deliberate activities having, with reasonable likelihood, any of the following characteristics:
 - wasting staff effort or networked resources
 - corrupting or destroying other users' data
 - violating the privacy of other users
 - disrupting the work of other users
 - denying service to other users (for example, by deliberate or reckless overloading of access links of switching equipment)
 - continuing to use an item of networking software or hardware after the school has requested the use cease because it is causing disrupting to the correct functioning of the school network
 - other misuse of the school network or networked resources, such as the introduction of viruses or other harmful software
- Where the school network is being used to access another network. any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the school network. This means that:
 - Email addresses should only be passed to trusted individuals.
 - Any email from unknown sources should be reported.
 - Any person who believes that attempts have been made to make unacceptable use of the Internet should report the matter immediately to a member of staff.
 - Any person who discovers any materials they consider may be offensive or inappropriate should report the matter immediately to a member of staff.
 - Any material viewed or printed off the web or through other electronic means should not contain any offensive material and should be checked by a member of staff before being made publicly available.
 - Users should not use their home address or phone number or those of other students when on the network.
 - On sites where photographs and video clips of pupils may be uploaded. users should not disclose pupil's full names or other personal information.
 - Users should be aware that the Internet access is monitored and that every site they visit is recorded and may be traced back to them.

The school reserves the right to restrict or remove access in the event of any user misusing network and IT facilities.

As well as these, a number of aspects are under strict control of the classroom teacher:

- The use of chat and newsgroups is restricted. Any use of these facilities should be in line with specific instructions issued by the class teacher.

- Saving or downloading materials is subject to guidance from the class teacher.
- Materials saved or downloaded from the Internet must not infringe copyright.
- Pupils may not use disks/CDs brought from outwith the school without prior permission.
- Pupils must not attempt to circumvent any security or restriction settings applied to school computers or networks.

Use of Wi-Fi Network

Any device accessing the school Wi-Fi network is required to be registered. Access is only possible after the device has been registered to the network by the IT technicians.

Mobile Phones

Mobile phones are not allowed in school during class hours. See Mobile-devices policy for further details.

Cameras

Pupils should not use cameras (including cameras built into iPads) in school without the permission of a teacher. Under no circumstances should cameras be used in the playground at breaks.

Responsible Persons

The Head of Secondary, the IT Teachers and the Child Protection officer are the designated members of staff assigned to oversee the use of the Internet and to ensure it is used safely and securely.

Child Protection and safety are also part of the remit of every staff member.

Disciplinary Measures

Pupils found in contravention of this Acceptable Use Policy may be subject to measures including but not limited to:

- Withdrawal of access to the network
- Withdrawal of access to computer use in school
- Additional configuration restrictions being applied to pupil's iPad
- Mandatory check-in of pupils' own devices at 8:20am for return at 3pm

- Parental involvement
- Referral to Disciplinary Committee
- Temporary or permanent exclusion from school
- Police involvement