

**Belfast Boys' Model School**

**Pupil – Acceptable Use Policy**

**Aims:**

- To make pupils aware of their roles and responsibilities when using school IT networks, hardware and software
- To make pupils aware of their responsibilities when using online learning platforms
- To make pupils aware of their responsibilities when using social media

The Department of Education has provided guidance to all schools on the 'Acceptable Use of the Internet and Digital Technologies in Schools'.

Best Practice Codes suggest that all ICT users are requested to agree to the school's ICT Acceptable Use Policy.

**Please read the following information carefully and sign below.**

**I am aware:**

- ✓ That all data stored on the school's system is legally protected by the GDPR (2018). **This Act allows me to obtain a copy of my own personal data, to have inaccurate personal data corrected or erased and, where appropriate, to seek redress for any damage caused.**
- ✓ Of THE COMPUTER MISUSE ACT (1990).

**This Act makes the unauthorised use of an ICT system and changing of data a criminal offence, which carries a penalty of imprisonment of up to 6 months and/or a fine.**

- ✓ That computer files, email and internet usage are monitored and are accessible by staff and C2K
- ✓ That downloading should only be used for learning and teaching
- ✓ That I may not photograph or record any other person, (inside or outside the classroom) without that person's knowledge and consent

**I agree:**

- ✓ Only to use my own user-name and password
- ✓ Not to tamper with another person's files
- ✓ Not to delete files other than my own or change my desktop setup
- ✓ Not to access obscene material or use obscene filenames, insulting material or copyrighted material
- ✓ Not to waste, tamper with or damage ICT resources
- ✓ That unauthorised use of ICT can be considered a criminal offence
- ✓ Not to use school ICT resources for personal use during school hours
- ✓ If I discover an unsuitable site, I must report it to my teacher
- ✓ Not to view/share in any form, inappropriate content with others, either on a school or personal device
- ✓ To only use a mobile device when when instructed to by a teacher. At all other times, mobile devices must be on silent and have notifications turned off/mobile phone turned off.
- ✓ If I need to leave the classroom, I agree to hand in my mobile phone to my teacher until I return.
- ✓ I understand and agree to the sanctions of using my mobile phone without permission as set out in the Positive Behaviour Policy.

- ✓ If there is an emergency situation where I feel my mobile phone may be required, I will inform my Form Teacher/subject teacher.

**School ICT Equipment – I understand that:**

- ✓ Ownership of the C2K laptops rests with C2K/Capita
- ✓ Ownership of non C2K laptops and iPads rests with BBMS
- ✓ Alternative versions of software should not be loaded onto C2K laptops, iPads and all other school sourced laptops
- ✓ All laptops and iPads are only insured for theft or malfunction while in school. If the device is removed from school, **alternative insurance cover must be provided** both for car and other locations
- ✓ The school sourced laptop or iPad may be used outside school for internet use with any Internet Service Provider (ISP). **It is the responsibility of the laptop or iPad user to ensure that confidential information is not stored on any school based device.**
- ✓ The laptop or iPad should not be given or lent or used by anyone other than the nominated member of staff when outside school
- ✓ The laptop or iPad should always be carried in a protective case to reduce the possibility of damage
- ✓ If the laptop or iPad is stolen, the school should be notified immediately, or during the school holidays the C2K helpdesk (08706011666) for C2K machines only
- ✓ There will be professional use of laptops, iPad and all other school ICT equipment. In particular, the use of the iPad recording facilities for educational purposes must be adhered to within the school environment
- ✓ The software, applications and accounts of the school are the property of the school and can be updated without notification at any time
- ✓ When pupils make use of cloud storage operators such as OneDrive, Google Apps for Education or Dropbox, Belfast Boys' Model School considers the following as good practice:
  - do not share your username and password
  - files brought into Belfast Boys' Model School on pen drives/cloud storage must be relevant and appropriate for educational purposes
  - inappropriate content must be reported the class teacher immediately

**Guidance for Staying Safe Online**

**Social Networking – I understand that:**

- ✓ If I am using Facebook, Twitter or any other social media, I should make sure that my privacy settings are adjusted correctly to prevent people other than those known to me viewing my accounts
- ✓ It is recommended that my account is viewable only to friends
- ✓ I should ensure that I log out of my accounts when I have finished using them, particularly on shared computers. My account can be hijacked by others if I remain logged in – even if I quit the browser and switch the computer off
- ✓ Potential employers may scour websites looking for information on job candidates. I should take care to remove any online content about myself that I would not want them to see
- ✓ Family and friends can also post information and photos of me in their profiles so I should think about whether any of this could be compromising. On Facebook, I can 'untag' myself from a photo
- ✓ I am aware that my school can monitor my ICT usage and any activity deemed to be inappropriate may lead to sanctions
- ✓ I should not post my address or date of birth online. Criminals can use such information to commit identity fraud

**Guidance for Using Microsoft Teams**

**I understand that:**

1. All communication on Teams should be transparent and appropriate to an educational setting. Remember all pupils in the Team can see posts.
2. Requests will be made for the removal of any inappropriate posts by pupils on the 'Teams' platform.

### **Misuse of Mobile Devices**

#### **Unacceptable use of a mobile device in school by pupils**

The school will consider any of the following to be unacceptable use of a mobile device:

- Photographing or filming staff or other pupils without their knowledge or permission
- Sharing, publishing or distributing images of others without their permission.
- Photographing or filming in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch a mobile device off or handing over the mobile device at the request of a member of staff.
- Using a mobile phone device outside of school hours to intimidate staff or pupils will also be considered a breach of these guidelines.

Misuse may lead to the confiscation of their mobile device, communication with parents and the imposition of other sanctions

#### **Cyberbullying**

This can take many different forms including:

- email – nasty or abusive emails which may include viruses or inappropriate content.
- instant messaging (IM) and Chat Rooms – potential to transmit threatening or abusive messages perhaps using a compromised or alias identity.
- social networking sites – typically includes the posting or publication of nasty or upsetting comments on another user's profile.
- online gaming – abuse or harassment of someone using online multi-player gaming sites.
- mobile devices – examples can include abusive texts, video or photo messages. Sexting can also occur in this category, where someone is encouraged to share intimate pictures or videos of themselves and these are subsequently transmitted to other people.
- abusing personal information – may involve the posting of photos, personal information, fake comments and blogs, or pretending to be someone online without that person's permission.
- Pupils are encouraged to report incidents of cyber-bullying to school.

Name in Capitals \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

*A full copy of the Acceptable Use Policy is available on the school website [www.bbms.org.uk](http://www.bbms.org.uk)*