Ripon Grammar School

ICT Acceptable Usage Policy – Students

The School has provided computer facilities and other technology for use by students, offering access to a vast amount of information for use in studies. The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. Students are responsible for good behaviour with the resources and when using the Internet. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Terms and Conditions of this Agreement

• I will only use the school computers for education purposes and will not download or install software on to school devices.

• I will only use mobile devices in class with the permission of my teacher.

• I will only log on to the school network/office 365/SharePoint with my own user name and password. I will keep my password secure and ensure it is changed on a regular basis.

• I will not attempt to log on using another person's username and password with or without their permission and will not use another person's account.

• I will always use my school email address for school communications including contact with other students, teachers and staff and ensure that all communication is responsible and sensible.

• I will be responsible for my behaviour when using the Internet and other school resources.

• I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it to a member of staff immediately.

• External media types i.e. Memory sticks or CD's are prohibited unless approved by ICT management.

• I will not give out any personal information such as names, phone numbers or addresses. I will not arrange to meet someone unless this is part of a school project approved by my teacher or parent/guardian.

• Images of pupils and staff will only be taken, stored and used for school purposes and in line with school policy. They will not be distributed outside the school environment without express permission.

• I will ensure that my online activity, both in school and outside school will not cause the school, staff or other pupils' distress and it will not defame, undermine, misrepresent or tarnish the reputation of the school and its users.

• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

• I will respect the privacy and ownership of others' work on-line at all times and will not take information from the Internet and pass it off as my own work.

• I will not attempt to bypass the Internet filtering system or circumvent any security features of the school network.

• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to teachers and parents/guardians.

Reviewed: December 2023