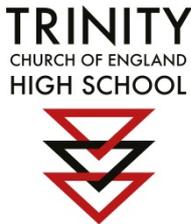


IT 'ACCEPTABLE STUDENT USE' POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Curriculum Committee
	Approved by:	Full Governing Body
	Date approved:	9 th July, 2019
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

The aim of the policy is to ensure that students have clear and unambiguous guidelines for IT use.

GENERAL PRINCIPLES

IT is an important part of learning at Trinity. All students are provided with access to the school network and an email account and we expect all students to be responsible for their behaviour when using IT in school. Students are taught about e-safety in Year 7 and will know how to stay safe using IT.

Any student who misuses the computers in school including the internet or email, will have their access removed for a period of time. Parents will be informed of the nature of the misuse.

ACCEPTABLE USE CONDITIONS FOR STUDENTS OF TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- ◆ I will only use the school's IT facilities such as the internet and email for school work.
- ◆ I will only log onto the system using my own username and password and will not tell anyone what these are. I will change my password regularly.
- ◆ I will not try to access anyone else's files and will respect the ownership of materials found online.
- ◆ I will not give out my personal details on the internet or arrange to meet anyone in person.
- ◆ I will not use websites that have unsuitable material on them. If I am not sure what is suitable, I will ask a teacher.
- ◆ I will not send anything that is offensive or illegal to other students, or staff or others.
- ◆ I understand that all my use of the internet is monitored and logged and can be made available to my teacher and the Head.
- ◆ I will not download or attempt to install anything not needed for my school work onto my network area.
- ◆ I will not try to access banned sites by using a proxy server or otherwise bypass the school's security systems.
- ◆ I will not use social media or other IT systems to bully and intimidate other students or staff.
- ◆ I will not use school systems to engage in entrepreneurial, illegal, discriminatory or other activity that may bring school into disrepute.
- ◆ I understand that this policy exists to ensure the safety and well being of myself and all other students and that failure to comply will have consequences.

This policy will be included in student planners and shall be signed every year by students to

acknowledge their understanding. It is expected that all parents and students accept the policy rules and support the safe and appropriate use of IT at Trinity.

MONITORING AND EVALUATION

This will be led by the Deputy Head (Curriculum) in liaison with Governors' Curriculum Committee. The policy will be ratified by the Full Governing Body.