



## Altrincham Grammar School for Boys

### AGSB Pupil ICT Acceptable Use Policy

Nominated Lead Member of Staff:	TM
Last Review Date:	September 2020
Next Review Date:	September 2022

This agreement between Altrincham Grammar School for Boys and \_\_\_\_\_ regulates the use of computer equipment on the school premises.

#### **The School undertakes that:**

- *Reasonable access will be provided to IT facilities between 8.30am and 3.30pm for the purposes of study.*
- *After 3.30pm, IT facilities can be used for study or personal activities. No games playing allowed.*
- *Access to a filtered Internet service will be provided free of charge.*
- *A school email is provided for educational use.*
- *An allocated number of documents can be printed free of charge. A charge may be levied for excessive use.*

**NOTE: The School reserves the right to inspect any documents/emails on the school system and to monitor users' actions and activities.**

#### **The Pupil will in return:**

- Take all reasonable care of the equipment.

- Not bring opened food or drink containers into computer facilities or consume food or drink there.
- Maintain the high standards set by the school, in all documents, paying particular attention to the use of language and graphic images.
- Undertake not to make or attempt to make any purchases on the Internet.
- Refrain from undesirable lines of enquiry on the Internet and from downloading undesirable materials.
- Immediately close any document downloaded in error which contains any undesirable material and report the matter to a member of staff.
- Undertake to use email and other communication facilities with care, ensuring that nothing in any communication sent would give offence to the recipient.
- Respect the copyright of all materials obtained electronically.
- Maintain his user account so that only he has access to it, changing their password as necessary.
- Refrain from any activity which could corrupt or otherwise damage the school system or any other system which may be accessed remotely.
- Refrain from using equipment to bully, harass, embarrass, or abuse other pupils and staff.

**If this agreement is broken:**


- Any breach of the agreement will be notified to the Head of IT Operations who will investigate the matter.
- In the first instance, a network ban last for one week will be placed on the pupil's account in order to prevent access outside lesson time.
- Depending on the nature of the infringement, the pupil's form teacher, head of year and parents/guardians may be notified of the details and punishment
- In the event of any further occurrence the matter will be reported to the Head of Year or Designated Safeguarding Officer. Such an event may attract permanent exclusion from use of IT facilities.

**Peer-on-Peer Abuse and Technology**

- Today's technology allows children to have unlimited and often unrestricted access to the internet. There is a danger therefore for peer-on-peer abuse to take place online through:
  - Abusive, harassing, racist, misogynistic, homophobic, biphobic and transphobic messages.
  - Sharing photographs/images/videos of other students/staff taken without their consent with the aim to humiliate or cause harm.
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups.
  - Sharing of abusive images and pornography to those who don't want to receive such content.
- For infringements outlined above, there is a likelihood of a fixed term exclusion, or worse.

(n.b. Undesirable materials are graphic images or text of an obscene, pornographic or racist nature or any other materials which in the opinion of the Head Master and Governing Body would give offence. The school reserves the right to inspect any documents/emails on the school system.)

**NOTE: All above requirements relate to both the School's network and any other digital systems the School may employ (including Cloud based systems). See the IT Code of Conduct for further details.**

Signed: 

Mr G A Wright, Head Master

Signed: ..... Pupil

Form: .....

Signed: ..... Parent

Date: .....