

# British Overseas School: Secondary ICT Acceptable Use Policy and Agreement



## Purpose

The purpose of the British Overseas School (BOS) Acceptable Use Policy is to require all students using technology in school to use it effectively, safely, responsibly, and in compliance with school regulations to facilitate learning. Internet access and other online services offer a large number of global resources, and the school's goal in providing these services is to enhance the educational growth of our students.

All school Internet use is filtered and monitored. The school provides ICT facilities to support learning, therefore any activities contrary to this purpose are prohibited. Students should raise any doubts regarding if an ICT-related activity is acceptable with an appropriate member of the staff first. Students who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action. The school reserves the right to change this policy as and when it deems necessary.

## 1. General Usage

At BOS, teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can expect access to appropriate devices and network services that support the curriculum of the school. Students have a right to feel safe while using the school's resources and network.

Students are required to:

- Show respect and courtesy for other users in the BOS community, which includes the strict prohibition of cyber bullying and harassment.
- Recognize and honor the intellectual property of others.
- Avoid tampering or experimenting with the school's network or equipment, including efforts to bypass the school's Internet filters or proxies.
- Avoid wastage or irresponsible consumption of resources (such as print when necessary).
- Use appropriate language in all communications.
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.

- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Make personal devices available for inspection by an administrator or staff member upon request.
- Never modify or copy any protected system files, system folders, or control panel files without prior approval of the school's ICT Department.
- School-related files are the only files to be saved in a student's personal folder.
- Users should not store commercial software, music and/or games or hidden files to their folders.
- Accessing and playing commercial/online games is not permitted during lesson times unless instructed by a teacher.

## **2. Respect for others**

- Students should respect the rights of others using the technology resources.
- Always log off your workstations.
- Never deliberately attempt to disrupt network performance or interfere with the work of another user.
- Leave equipment and room in good condition for the next user/class.

## **3. The use of BYOD (Bring Your Own Device)**

For certain lessons, students may be asked to bring in their own device, which could be a laptop, iPad, or mobile phone. Students will be notified of this in advance.

Students are responsible for their own devices whilst in school. This includes:

- Ensuring the devices are stored safely and securely in the locker provided.
- Accessing or using other students' devices is strictly prohibited, without the express permission of the owner and/or teacher.
- Ensuring their device has sufficient charge to be used in lesson and is only used in supervised lessons.

## **4. Software Copyright and Installation**

- Any attempts to circumvent the licensing control or the copying of software from the network without the consent of the ICT Department is prohibited.

## **5. Hardware**

Students are required to:

- Report equipment problems immediately to a teacher or the ICT Department.

- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing network systems without the Network Administrator and/or ICT Department's permission is prohibited.

## **6. Cyber-Bullying**

Cyberbullying can have serious consequences, including damage to someone's reputation, emotional distress, and even legal action. This can occur through platforms such as Whatsapp, Instagram, Facebook, or any other social media account. BOS has a zero-tolerance policy for cyberbullying, and incidents will result in disciplinary action.

## **7. Internet/World Wide Web Usage**

The school recognizes many sites have educational uses, while others do not. All school Internet use is filtered and monitored. Access to the internet is a privilege, not a right. The school will use available monitoring and blocking software to filter objectionable material on the Internet to help ensure the safety of all students. Downloading of unauthorized programs, software, or digital content is not allowed. Students will be held accountable for any deliberate misuse.

## **8. Acceptance and Consequence**

By using the school's ICT facilities, students agree to comply with the ICT Acceptable Use Policy. If students breach any item from the Student ICT Acceptable Use Policy, the school may apply a sanction in accordance with the Behaviour Policy that is appropriate and proportionate to the severity of the breach. These actions will follow the procedures detailed in the School Handbook.

## **Useful Links for Advice and Support**

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.kidsmart.org.uk](http://www.kidsmart.org.uk)
- [www.childnet.com](http://www.childnet.com)