Acceptable Use Policy

For the duration of your child's enrolment at Blythe Bridge High School & Sixth Form

1. You must always follow the schools e-safety policy in order to keep yourself and others safe online.

2. The work/activity on the Internet must be directly related to your schoolwork. Private use of the Internet including chat software, social networking websites (e.g. Facebook, Twitter, etc…), games or web-based email services (e.g. Hotmail) is strictly forbidden.

3. Any student found to be damaging IT equipment will be punished appropriately (see below).

4. Do not disclose any password or login name you have been given **to anyone**.

5. Use of names or photographs of students will require written permission of parent(s)/guardian(s). This can be found in the student planner.

6. Do not download, use or upload any material that is copyright. Always seek permission from the owner before using any material from the Internet. If in doubt or if you cannot obtain permission, do not use the material.

7. Under no circumstances should you view, upload or download any material that is likely to be unsuitable for use in schools. This applies to any material of a violent, dangerous, racist or with inappropriate sexual content. If you are not sure about this, or any materials, you must ask a teacher.

8. Always respect the privacy of files of other users. Do not enter the file areas of other students or staff. Work that needs to be accessed in other work areas must only be done by the Senior ICT Technician under the instruction of the Director of Business and Finance, in their absence; the Senior ICT Technician must seek approval from The Headteacher's PA.

9. The IT support department has the right to view any material held on the school network. This right will only be used ethically, for E-Safety reasons and/or at the request of the senior members of staff.

10. Be polite and appreciate that other users might have different views other than your own. Use of strong language, swearing or aggressive behaviour is not allowed.

11. Do not state anything that could be interpreted as libel.

12. Do not copy any work off the Internet or from other students and try to distribute it as your own (Plagiarism).

13. Under no circumstances is anyone to 'Hack' into any part of the network, or obtain other users logon details by any means.

14. Students will not look at, change or delete other people's files.

15. Under no circumstances should a student create a social media account that in any way impersonates any member of staff, the school or the Sixth Form.

16. All sensitive data stored on portable storage devices such as USB pens or portable hard drives must be stored securely using encryption. A guide to do this is available on the VLE or assistance can be requested from the Senior IT Technician.

17. Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the internet facilities at school
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of House/ICT Coordinator/ E -Safety Officer/ Headteacher
- Any other action decided by the Chair of Governors of Blythe Bridge High School & Sixth Form.

If you do not understand any part of this document, you must ask the Director of Business and Finance, or the Senior ICT Technician.

PARENT/CARER
I have read and understood the information above:

Name of Child	Date

Parent Name	Parent/Carer Signature