



### **Acceptable Use Policy (including the use of the virtual learning environment (VLE-FROG))**

- You must always follow the school e-safety policy and UK law in order to keep yourself and others safe online.
- Accessing the internet or VLE must be directly related to your schoolwork. Private use of the internet including chat software, social network websites (e.g. Facebook), games or web-based email services (e.g. Hotmail) is strictly forbidden.
- Any student found to be damaging IT equipment or infringing the acceptable use policy will be sanctioned Do not disclose any password or login name you have been given to anyone.
- Do not use another person's login details to gain access to systems related to school activity (for example FROG)
- Use of names or photographs of students will require permission of parents/carers.
- Do not download, use or upload any material that infringes copyright or intellectual property rights. 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 and contact the Senior ICT Technician (Snr ICT Tech) for guidance.
- 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/hate, dangerous, racist or inappropriate sexual content. If you are not sure about this, or any materials, you must ask a teacher.
- 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 Snr ICT Tech under the instruction of the Headteacher, in their absence; the Snr ICT Tech must seek approval from the Director of Business and Finance.
- The IT 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 SLT. Be polite and appreciate that other users might have different views other than your own. Use of obscene, offensive or indecent language/behaviour is not allowed. Do not state anything that could be interpreted as libel.
- Do not copy, modify or corrupt any work off the internet or from other students/staff, or try to distribute another's work as your own (Plagiarism).
- Under no circumstances is anyone to 'hack' into any part of the network, or obtain other users login details by any means.
- Students will not look at, change or delete other people's files.
- Under no circumstances should a student create a social media account that in any way impersonates any member of staff, school, sixth form or governors.
- 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 Snr IT Tech.

#### **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 and/or VLE at school.
- A letter informing parents/carers of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Headteacher, or in cases where UK law has been violated, users could face criminal and/or civil liability.
- Any other action decided by the Chair of Governors of Blythe Bridge High School & Sixth Form.