

Pupil Network Use Policy

Introduction



Electronic devices and Online Services are an important part of learning at Ribblesdale and the following guide will help you understand what you can and can't do on the school network and when using the Internet.

Remember though, if you use any school devices or connect your own device to our network you are agreeing to the rules set out in this document.

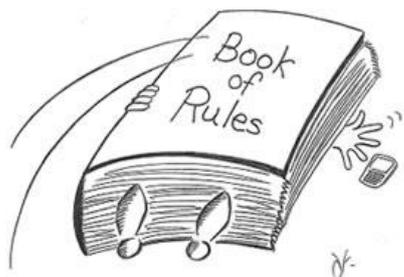
If you don't understand anything here or need some advice – ask your teacher or talk to the ICT Support team.

Using The School Network

The school network is anything in school that connects to our servers or the internet.

It can be the computers in lesson, mobile devices (loan or one-to-one), laptops or even a digital camera you borrow to record a drama performance.

If your teacher lets you use your mobile phone in lesson and you connect it to our Wi-Fi – it becomes part of our school network and you must follow the rules.



These rules here to protect you, your teacher and the school. They should always be followed.

General Rules

1. You are not allowed to eat or drink near any of school's equipment.
2. Always leave fixed computers neat and tidy if you use them.
3. Always ensure that mobile devices are returned to their storage area and put on charge after use.
4. If you find a problem with any equipment, tell your teacher or report it to the ICT Support team.
5. Treat the all equipment with respect as other people must use them.
6. Do not write down or tell anybody your password, ever.
7. Always respect others work, and property. Never alter, remove or otherwise affect another pupil's files or device.

User Areas

1. Always save your files to an appropriate area such as your U: drive or OneDrive
2. All files stored on the school network or devices can be accessed and viewed by staff and may be deleted if inappropriate.

Printing

1. Make sure you only print what you need to print.
2. Only print school work off at school.
3. You are given printing credit at the start of each school year and it is your responsibility to add more credit if this is used up.

The Internet



The internet is a useful tool we can use in school – Ribblesdale try and provide you a safe, high-quality internet connection, but there are still dangers.

The following rules can help keep you safe on the internet both at home and in school.

If you have any problems or are contacted by any strangers on the internet, tell a teacher, Pastoral Coordinator or the ICT Support team as soon as possible. You will not get in trouble and there is no need to be embarrassed, no matter what you have done.

General Rules

1. Only use the internet in lessons for tasks the teacher has set.
2. If you are allowed to play computer games on the internet, please make sure they are suitable for your age.
3. Never try to avoid the school filters, you will get in trouble and may have the internet turned off on your account.
4. Never download software or programs from the internet on school devices, other than the Ribblesdale Windows Store
5. Remember, all the sites you visit are recorded and can be seen by staff.
6. We use monitoring software in school, and outside of school on One-to-one devices.

Keep Safe

1. Never give out any personal information that could be used to identify me, my family or my friends on the internet.
2. If you receive something from a stranger, tell a teacher, your parents or the ICT Support team.
3. Social networking is not allowed in school
4. Sites and games that allow you to chat to others are not allowed in school.
5. When using school email, only reply to teachers, your parents and people you know.
6. If you receive a strange email or anything that makes you feel uncomfortable – tell your teacher, your parents or the ICT Support team.
7. You must never reveal any details about you, your teachers or your friends and family on the school email system.
8. Photos taken in school should never be published online, especially on social networking websites.

Things that will not be tolerated

1. Anything containing any full or part nudity at all.
2. Anything racist.
3. Anything that is offensive to other people, cultures or religions.
4. Anything homophobic.
5. Anything that might be used to offend or embarrass anybody.

Ribblesdale will not tolerate anything inappropriate on our network, we actively monitor your files and internet use to ensure pupils and staff are safe.



Things we do not allow

1. Any executable or other type of file on the school network or devices that can harm the school network or be used to circumvent school security tools.
2. Any excessive personal files on the school network, such as videos.
3. Logging in as other people – only use your own network account.
4. Changing any settings on computers that hinder the use for others.



At home.

1. Remember, once you have done something on the internet it is there forever.
2. You should never give out your name, address or any other personal information to anyone on the internet.
3. You should never make friends with people you do not know on the internet.
4. People on the internet are not always who they say they are.
5. You must never arrange to meet anybody on the internet.
6. Some websites, games and social networks have age restrictions, this is for good reason and you should respect this.
7. Ribblesdale monitoring software runs on One-to-one devices at home, however it is not actively monitored.
8. One-to-one devices may be used at home for personal reasons under the supervision of a Parent or Carer and devices restrictions are reduced when not connected to the school network.

Bring Your Own Device - BYOD



Using your own phone, tablet or laptop on the school network

In some lessons your teacher might allow you to use your own device to access the internet for school reasons (e.g. Socrative, Kahoot, GCSEPod)

Using your own phone, tablet or laptop is known as **Bring Your Own Device** or BYOD.

When using your own device in school you must remember you are bound by this network use policy, the same as if using any other school device.

The following rules also apply;

1. You may connect to the school Wi-Fi only when directed.
2. You must log in when requested by your browser.
3. You must only use BYOD on the school network for school work – all actions are logged on this system, the same as school computers.
4. Ribblesdale High School will not be held liable for the loss or damage of any device used in school.
5. You must have permission from your teacher to use your own device in a classroom and is at teacher's discretion.

Safeguarding



General Rules / Concerns

- Do not take or distribute images of anyone without their permission.
- If you believe somebody is misusing the internet, please tell your teacher or the ICT Support team.
- If somebody is trying to meet you online – you must tell somebody straight away.
- If you believe somebody is in danger or is planning on meeting somebody from the internet you must tell a teacher or any member of staff straight away.
- Always be polite and responsible when you communicate with others. Do not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.

Breach of Policy

This policy is in place to keep you, your friends and the staff at Ribblesdale safe. You are responsible to help protect everybody on the school network and any actions that breach the rules of this policy will be dealt with by sanctions detailed in the School's Behaviour policy.

Sanctions

Breaking the rules set out in this policy could result in the following;

- Sanctions as detailed in the Schools Behaviour Policy.
- Removal of internet access for a period of time or indefinitely.
- Restriction of access to the internet.
- Suspension of access to network accounts pending further investigations.
- You being liable to the cost of any damage to school property.