

Service Circular No 30

ICT Acceptable Use Policy for Pupils



Falkirk Council
Education Services

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1. Introduction

- 1.1 Falkirk Council Education Services (the Council) recognises that access to Information and Communications Technology (ICT) equipment and Services helps you to learn and develop skills that will prepare you for work, life and citizenship in the 21st Century.
- 1.2 To support this, we provide resources for you and staff to use. This Acceptable Use Policy outlines the guidelines and behaviours that you are expected to follow when using school equipment or when using personally-owned devices in Falkirk Council establishments. The purpose of this is to protect both the Council's network and equipment and to protect you online.
- 1.3 You should be aware that:
 - The network is intended for educational purposes.
 - All activity over the network may be monitored and a record kept.
 - Online content will be filtered.
 - You may be disciplined if you misuse Council resources.
 - We make every reasonable effort to ensure your safety and security online, but we are not held responsible for any harm or damage that results from the misuse of Council ICT Equipment and Services or the misuse of your own device on the Council network.
 - You are expected to alert a member of staff immediately if you have any concerns about your safety or security or that of other pupils.

2. ICT Equipment and Services Covered

- 2.1 We provide:
 - Internet access
 - Desktop computers
 - Mobile devices
 - Videoconferencing and communication tools
 - Online Collaboration Tools
 - E-mail
 - Smartboards
 - WiFi connections (where applicable).

3. Usage Policies

3.1 We provide ICT Equipment and Services for your learning. You are expected to use good judgement and to follow the advice in this policy to be:

- safe
- appropriate
- careful and
- considerate.

4. Internet Access

4.1 We provide you with access to the internet, including web sites, resources, content, apps and online tools. We will restrict access to meet Council and school policies. We may monitor online use and keep records.

4.2 The internet filter is a safety precaution. You must not try to get around it when browsing the internet. If you think a site should not be blocked please alert a member of staff who, if they agree, can request that the site is reviewed.

5. Mobile Devices Policy

5.1 We may provide you with mobile computers or other devices to support your learning. You are asked to look after these carefully. You should report any loss, damage or failure to staff immediately. You may be liable for any damage resulting from carelessness or mistreatment.

5.2 The Council may monitor how you use mobile devices it lends to you. We may use software or apps to track the location of these devices, if they go missing.

6. Social/Web 2.0/Collaborative Content

6.1 Working with others is an essential part of learning. We may provide you with access to managed web sites, apps or tools that allow you to communicate, work with others, share, and send messages to other users.

6.2 Posts, chats, sharing, and messaging may be monitored. You should be careful not to share information that could identify you. The Information Commissioner's Office (www.ico.org.uk/youth) has lots of information on its website for young people aimed at helping you protect your personal information.

7. E-Mail

- 7.1 We provide you with e-mail accounts for the purpose of school-related communication. E-mail should be used with care. You should not:
- send personal information
 - attempt to open files or follow links from unknown or untrustworthy sources
 - use inappropriate language.
- 7.2 You are expected to communicate with the same appropriate, safe, and courteous conduct online as offline. Your e-mails may be monitored and stored on our servers.

8. Personally-Owned Devices

- 8.1 You may use personally-owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support your learning as directed by a member of staff. However, it is not a requirement for you to bring your own device to school, even if you own one. However, the way you use them must not interfere with teaching or create disturbance that stops others from learning.
- 8.2 You must follow the requirements of examination boards. This may mean that you do not take mobile devices to school at the time of examinations. You should check with a member of staff regarding the current examination requirements.
- 8.3 Any misuse of personally-owned devices in school may result in disciplinary action. Even with personally-owned devices, you are expected to communicate with the same appropriate, safe and courteous conduct online as offline. You should be careful not to share information that identifies you.
- 8.4 Within school buildings, you will be required to use Falkirk Council's guest wireless network with a personal device and not your own 3G or 4G service. This provides the safety of the Council's filter which will be applied to personal devices connected to the wireless network.
- 8.5 There may be circumstances that allow the use of a 3G or 4G service on a personal device, such as an outdoor learning experience. Use of this service is at the discretion of school staff and your parent or carer. This method of internet connection will not provide the safety benefits of filtered internet access. Use of this service may also cost you money.

9. Security

- 9.1 You are expected to take care not to spread viruses and security threats over the Council network. This includes:
- not opening or distributing infected files or programs
 - not opening files, programs, or links from unknown or an untrustworthy source.

- 9.2 If you believe a computer or mobile device you are using might be infected with a virus, please alert a member of staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

10. Downloads

- 10.1 You may be able to download files, such as app updates, images, videos, documents, etc. For the security of the Council network, downloading such files should only be with the agreement of a member of staff and only from sites we trust.

11. Digital Citizenship

- You should always use the internet, network resources, and online sites in a courteous and respectful manner.
- You should only use trusted sites when carrying out research on the internet.
- You should not post anything online that you wouldn't want parents, school staff, or future colleges or employers to see. Once something is online, it's 'out there' and can sometimes be shared and spread in ways you never intended.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- We will not tolerate bullying. Harassing, impersonating, tricking, excluding and stalking are all examples of bullying. Don't create or share e-mails, images, or video with the intent of scaring, hurting, or frightening someone else.
- If you engage in any online activities intended to harm (physically or emotionally) another person, you will face disciplinary action and loss of privileges. Bullying can be a crime. Remember that your activities may be monitored and a record of them kept.

12. Plagiarism

- 12.1 You should not copy or take credit for something you have found online by presenting yourself as the author or creator. This is known as plagiarism. Any research you carry out on the internet should give credit to the original author.

13. Copyright

- 13.1 Some material on the internet can be copied or re-used but most material cannot be copied. For example, it is probably not OK to copy a photograph from a webpage and use it somewhere else. You should check with the owner of a website before reusing anything.

14. Personal Safety

14.1 If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or that of others, bring it to the attention of an adult (a member of staff, if you are at school; parent/carer if you are at home) immediately.

- You should never share information that could identify you (known as personal information), such as phone number, address, birthday, usernames, unique identifying numbers, or financial information, over the internet.
- You should know that communicating over the internet can be secretive and could be dangerous. You should keep safe your own and others' personal information.
- You should never agree to meet in real life someone you meet online.

14.2 The Information Commissioner's Office (www.ico.org.uk/youth) has lots of information on its website for young people aimed at helping you protect your personal information.

15. Monitoring

15.1 All access to the internet, using Council equipment or your own for guest Wifi access, is automatically recorded and may be monitored by the Council. This monitoring will be for the prevention and detection of unauthorised use of the Council's communication systems.

15.2 Authorised staff are able to access reports of sites visited by users. Such reporting is not undertaken routinely, but will be available in the event of an investigation into inappropriate use of the internet or e-mail.

15.3 Records of such activity will be kept for one year.

16. Limitation of Liability

16.1 The Council will keep files, data and hardware safe from damage and harm. While we employ filtering and other safety and security measures and try to ensure they work properly, we cannot guarantee that they will be 100% effective. We will not be responsible, financially or otherwise, for unauthorised transactions conducted over the network.

16.2 We will not be responsible for damage or harm to your own devices.

17. Breaches of this Acceptable Use Policy

17.1 If you breach this policy, you may be disciplined or there may even be legal repercussions.

**Acceptable Use Policy for ICT Equipment and Services
- Pupil Summary Sheet**

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.
- Behave respectfully and responsibly, working well with other pupils, just as I do when doing other school work.
- Treat school resources carefully and alert staff if there is any problem with them.
- Tell a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, video, messages, or posts) online.
- Only use it when and where I am allowed and only for things related to school work.
- Credit sources (say where I found the information) when using information found online in school work so I don't break copyright laws.
- Protect my own safety online and that of others.
- Protect the security of the school's ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.
- Search for inappropriate images or content.
- Bully, harass, or be disrespectful towards staff or other pupils.
- Try to find ways to bypass the Council's security and safety measures and filtering tools.
- Send spam or chain mail.
- Copy content I find online without saying where I got it from.
- Post information about myself or others that could identify us
- Publish, post or release information that is confidential or private. If it seems confidential, it probably is.
- Agree to meet in real life someone I meet online.
- Use language online that would not be allowed in the classroom.
- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.
- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This is not intended to be an exhaustive list. Users should use their own judgement when using technologies.

**Falkirk Council Education Services
- Acceptable Use Policy for ICT Equipment and Services**

Pupil and Parent/Carer Agreement

(Please return a signed copy of this agreement to the School Office)

I have read and understood this Acceptable Use Policy and agree to follow it:

(Pupil Printed Name)

(Pupil Signature)

_____(Date)

I have discussed this Acceptable Use Policy with my child:

(Parent/Carer Printed Name)

(Parent/Carer Signature)

_____(Date)