



HILL HOUSE SCHOOL

Acceptable Use Policy - Pupils

Scope of this Policy

This policy applies to all pupils currently enrolled in school.

This policy works in conjunction with the school's bring your own device (BYOD) policies. This policy concerns the access and use of school equipment but also has general guidelines on general behaviour that should also apply to the BYOD scheme.

Online behaviour

Pupils should follow these principles in all online activities:

- Ensure that any online communications, and any content shared online, is respectful of others.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.

Using the school's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password.
- Do not attempt to bypass the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.

- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

Printing

Printed material should be collected from the school's printers as soon as possible. If you have accidentally printed to the wrong printer, please try and cancel this job or ask permission from the teacher to retrieve the printed work from the printer. Try not to send the same job to another printer.

The school printers are for school use only. You should not print anything that is not to do with school.

Security

The school will issue all pupils from reception with school computer accounts and passwords. These accounts protect you and your files. Pupils should adhere to the rules below when using school computer systems;

- Do not share your username or password with another pupil.
- Do not use another pupil's account. The school will take deliberate attempts to do so very seriously.
- Pupils should never attempt to alter, delete or move other user's files without their permission.
- Pupils should never attempt to bypass the school's security or filtering technology.

Using school systems from home

Pupils are permitted to access certain school systems while away from school such as the school's U and P drives or the school's Google classroom or Microsoft Office 365 environments (or other appropriate platforms). Pupils should respect the same rules to these systems while accessing them from outside the school as are applied within school.

Do not use the school's systems to store files, images, movies, games or other software that are not school related.

If the school has issued you with a laptop or other device, you are permitted to use this off-site under the same rules as are applied to it within school.

Breaches of this policy

Pupils are expected to adhere to this policy for their own safety, protection and to protect pupils' own work. The school takes any deliberate breach of this policy very seriously.

Reviewed: September 2021