

## PUPIL ACCEPTABLE USE POLICY (KS3-KS4)

Pupil access to the West Sussex Alternative Provision network and intranet is a privilege, not a right. All pupils must follow the conditions described in this policy when using the college network, Internet access and the WSAPC infrastructure.

Pupils that do not follow these conditions may face:

- 🔹 Withdrawal of the access;
- 🔹 Monitoring of the network activity;
- 🔹 Investigation of past network activity;
- 🔹 In some cases, criminal prosecution.

Pupils will be shown how to use the resources available through the WSAPC network by their teachers. College staff will regularly check the network to make sure that it is being used responsibly.

The WSAPC will not be responsible for any loss of data or work as a result of the system or pupil mistakes in using the system. The use of any information gathered via the network and the school Internet connection is at the Pupil's own risk.

### Conditions of Use

Pupils will be expected to use the WSAPC network system for the purposes for which the college provides it. It is the personal responsibility of every Pupil to take all reasonable steps to follow the conditions set out in this Policy. Pupils must also accept personal responsibility for reporting any misuse of the network to the Assistant Headteacher, or a member of WSAPC staff.

### Acceptable Use

Pupils are expected to use the network systems in a responsible manner. It is not possible to provide a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the college ethos and behaviour expectations. Teachers or Teaching Assistants will show pupils how to use devices on the school network and user guides for the use of our Virtual Learning Platforms will be made available.

The following list does provide some examples that must be followed:

| ICT Expectations |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General          |                                                                                                                                                            |
| 1                | I will only use the school network and devices, including the internet, email, digital video and mobile technologies for learning purposes.                |
| 2                | I will not create, send or post any material that is likely to upset or offend other people, or give the WSAPC (or West Sussex County Council) a bad name. |
| 3                | I will not send anyone material that could be considered threatening, bullying, offensive or illegal.                                                      |

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| 4  | I will only use appropriate language – I will remember that I am a member of the college on a public system.                                                                                             |
| 5  | I will not use language that could stir up hatred against any ethnic, religious, or other minority group.                                                                                                |
| 6  | I realise that members of staff will regularly check files held on the WSAPC network.                                                                                                                    |
| 7  | I will not reveal any personal information (e.g. home address, telephone numbers, photos or videos) about myself or other users over the network.                                                        |
| 8  | I will not trespass into other users' files or folders.                                                                                                                                                  |
| 9  | I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's usernames and passwords.                                                             |
| 10 | I will ensure that if I think someone has learned my password then I will change it immediately and/or inform a member of staff.                                                                         |
| 11 | I will ensure that I log off after my network session has finished.                                                                                                                                      |
| 12 | If I find an unattended machine logged on under another user's username I will <b>not</b> continue using the machine – I will log it off immediately.                                                    |
| 13 | I understand that I will not be allowed access to unauthorised chat rooms and should not attempt to gain access to them.                                                                                 |
| 14 | I am aware that email is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.                      |
| 15 | I will not use the network in any way that would disrupt use of the network by others.                                                                                                                   |
| 16 | I will report any accidental access to other people's information, unsuitable websites that make me feel uncomfortable to the Head of School, or another member of staff.                                |
| 17 | I will report to a member of staff immediately if I am sent any messages or materials that make me feel uncomfortable.                                                                                   |
| 18 | I will not introduce USB drives or other portable devices into the network without having them approved and checked for viruses.                                                                         |
| 19 | I will not try to visit websites that might be inappropriate or illegal. Downloading some material is illegal and I know the police or other authorities may be called to investigate if this were done. |
| 20 | I will not download or install any unapproved software from the Internet.                                                                                                                                |

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| 21                                                                       | I realise that pupils under reasonable suspicion of misusing the network may have their usage closely monitored or have past use investigated. Illegal activities of any kind are strictly forbidden.                         |
| 22                                                                       | I will not receive, send, or publish material that violates copyright law.                                                                                                                                                    |
| 23                                                                       | I will not attempt to harm any equipment, work of another user, or another website connected to the school system.                                                                                                            |
| 24                                                                       | I understand that unapproved software and executable files are not allowed in my work areas or attached to emails.                                                                                                            |
| 25                                                                       | I agree to follow the acceptable use policy of any other websites or networks that I access.                                                                                                                                  |
| 26                                                                       | I understand that my WSAPC email address should be used communicate with my teachers and peers. I will ensure that all communications are acceptable and do not cause offence to any person or put the school into disrepute. |
| <b>Virtual Learning Platforms (including Microsoft Teams/SharePoint)</b> |                                                                                                                                                                                                                               |
| 27                                                                       | If I am joining a virtual lesson on site, I will make sure a member of staff knows.                                                                                                                                           |
| 28                                                                       | If I am at home, I will make sure my Parent/Carer knows I am going into a virtual lesson and ask them to come and meet the teacher.                                                                                           |
| 29                                                                       | I understand that my behaviour should be the same as it would be if I was in School.                                                                                                                                          |
| 30                                                                       | When using a personal device, I will ensure that the antivirus on my device is up to date.                                                                                                                                    |
| 31                                                                       | I understand that I need to be ready to start learning/activities when I join a lesson.                                                                                                                                       |
| 32                                                                       | I understand that when I am in a live lesson with a member of staff and not in the school environment, I must be in my living room, kitchen or other neutral space that is not my bedroom.                                    |

## UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- 🔹 Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user.
- 🔹 Creating, sending, or posting on the Internet any material (text, images, or sounds) that is likely to upset other people, cause offence or be considered illegal.
- 🔹 Unauthorised access to resources and work that belong to other users.
- 🔹 Pupil activity that would:
  - Cause damage or destruction of other users' work;
  - Go against the privacy of other users;
  - Deliberately waste time or resources on the school network.

## NETWORK SECURITY

If you discover a security problem, for example being able to see other Pupils' or staff work areas, you must inform the Head of School immediately and not show it to other users. Pupils identified as a security risk will be denied access to the network.

## MONITORING AND BLOCKING

In order to help us conform with the Keeping Children Safe in Education (KCSIE) statutory guidance 2022 we use software to monitor all activity on WSAPC laptops and desktops. You should be aware that all keystrokes, anything shown on your screen, any document, email, Teams message, or web page edited, viewed or sent is analysed for content that is used to build a profile of your activity and bring to the attention of staff any inappropriate activity or changes in your behaviour. This in turn may lead to disciplinary or criminal proceedings. Filtering software may also block access to certain websites. If you think a website should not be blocked please inform a member of staff.

*Please sign the Acceptable Use agreement attached to indicate your acceptance and understanding of this Policy.*

### PUPIL USER AGREEMENT FORM FOR THE PUPIL ACCEPTABLE USE POLICY (KS3-KS4)

I agree to follow the WSAPC rules on the use of the college network resources. I will use the network in a responsible way and follow all the conditions explained in the WSAPC Acceptable Use Policy.

I agree to report any misuse of the network to the Head of School or member of WSAPC staff.

I also agree to report any websites that are available on the WSAPC Internet that contain inappropriate material to the Head of School or member of staff.

I realise that any Pupil under reasonable suspicion of misusing the network may have their use monitored or past use investigated. If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other sanctions.

|                               |  |
|-------------------------------|--|
| <b>PUPIL NAME</b>             |  |
| <b>PUPIL SIGNATURE</b>        |  |
| <b>DATE</b>                   |  |
|                               |  |
| <b>PARENT/CARER NAME</b>      |  |
| <b>PARENT/CARER SIGNATURE</b> |  |
| <b>DATE</b>                   |  |

|                               |           |
|-------------------------------|-----------|
| <b>ISSUED</b>                 | May 2018  |
| <b>ADOPTED BY WSAPC</b>       | May 2018  |
| <b>REVIEWED</b>               | July 2023 |
| <b>REVIEW DATE (3-yearly)</b> | July 2026 |