Hartismere School

Acceptable Use Policy

Students

This policy outlines the ICT systems we will provide to you, and how we expect you to use them.

"Our ICT systems" are School computers, laptops and other electronic communication devices, networking infrastructure, internet connectivity, email, and websites that are owned or managed by the School.

This policy is guided by, and complies with, current legislation and guidance (2024)

Our Standards

We expect you to use our ICT systems sensibly for your studies, and considerately to others.

It is unacceptable to use our ICT systems for the following:

- anything illegal,
- any activity which defames or disparages our School, or risks bringing our School into disrepute,
- behaviour that goes against any of our policies, especially our Behaviour and Discipline Policy.

It is unacceptable

- to use our ICT systems that are restricted to you,
- to bypass our filtering systems,
- to tamper with, or damage our ICT systems.

Login credentials

You have been given a username and password for our ICT systems. These credentials must be kept secure - it is unacceptable to share these with anyone else.

Email

You have been given a School email address. You should use this only for communication with members of the school, or for your school studies. It is unacceptable to abuse your email, and unacceptable to send inappropriate messages to anyone. You should tell a member of staff if you receive an inappropriate email.

Keeping safe

You should be careful using online platforms including email. Look out for suspicious messages or websites. You should tell a member of staff if you are worried about a website.

Personal use / Personal equipment / Online Access

Occasionally we may lend you equipment to use at home. All the acceptable and unacceptable uses above apply.

Remember: it is unacceptable to have your mobile phone in school - it must be handed in when you arrive. As a sixth former you may be allowed to keep your mobile phone, but it should be put away during lessons.

Some of our ICT systems are available to you online. All the acceptable and unacceptable uses above apply.

Social media

You should not attempt to be "friends" with school staff.

Monitoring and auditing

Everything you do on our ICT systems is recorded and monitored. The Headteachers or the Computer Services team can look through these records at any time.

If there is anything that makes you concerned when you - or anyone else - uses our ICT systems, you should talk to a member of staff.