

ACCESS TO THE GLASGOW SCHOOLS ICT SYSTEM

ACCEPTABLE USE POLICY – John Paul Academy – August 2023

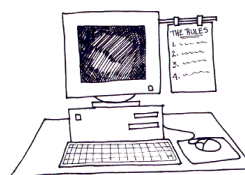


Please note – P3 of this document must be signed and returned to the school office before any access to the IT network will be allowed. If this is NOT returned, pupils will be unable to use computers at school and this can impact on their learning progress.

The ambition for Glasgow Schools is that information and communication technology will become an integral part of the educational experience of every young person. As a Glasgow School pupil, you are being given access to one of the most advanced information and communication technology (ICT) systems available at any school in the UK. This ICT System will provide access to extensive curricular software, email and the Internet for all. The objective is to give you the best possible grounding in the skills necessary to succeed in the information age.

As with all resources available within school deliberate misuse of the ICT System will be subject to the school's disciplinary procedures and sanctions.

What is expected of you?



Acceptable Use of the ICT Network System

1. **You must** always get permission from a teacher before using the ICT System or accessing any information or application.
2. **You must** keep secret your personal login and password for the ICT System and never allow others to use them.
3. **You must not** attempt to access any part of the ICT System that is not part of your personal desktop.
4. **You must not** intentionally damage or vandalise any part of the ICT System (including computer, monitor, keyboard, mouse, printer, cable etc) or delete any computer software used on the ICT System or the data of another user.
5. **You must not** intentionally introduce software designed to cause damage to any component part of the ICT System software (commonly known as a virus).
6. All pupils should note that it is all too easy to damage computer equipment through spillage of food and drink and there is a risk of injury where liquids come into contact with electrical appliances.
7. **You must** always end your session on a computer by closing it down correctly. If you are unsure how to close down, you should ask your teacher.
8. **You must not** use the ICT System for business, or other commercial activities including product advertisement or political lobbying.

Acceptable Use of E-mail and the Internet

You are responsible for good behaviour on the Internet and should consider your e-mail communications as being similar in all respects to any conversation in a classroom or a school corridor. **General school rules apply. In addition, the following acts are not allowed:**

1. Sending or displaying any abusive, sexist, racist or otherwise offensive material.
2. Using obscene language.
3. Accessing or attempting to access any inappropriate or offensive material.
4. Violating copyright laws.
5. Failing to report known instances of any of the above.

Remember, everything that you do on the system will be automatically recorded and the people who operate the ICT System will monitor your compliance with this Acceptable Use Policy.

Acceptance of Policy

Glasgow City Council, Education Services, the School Management Team and the supplier of the ICT Systems will make every effort to ensure that appropriate measures are put in place to monitor the acceptable usage of ICT facilities and would be grateful if you would offer your support for these measures by signing the declarations on Page 3 of this document.

A note about the Internet

Access to the Internet enables pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Although the school ICT System is designed to block access to controversial, inappropriate or offensive material, the nature of the Internet makes it difficult to make such access an impossibility. In light of that practical difficulty and the fact that each person's view of what is "controversial, inappropriate or offensive" varies, ultimately parents and guardians of pupils are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils toward appropriate materials.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

A PARENT'S GUIDE TO THE INTERNET

- **The Internet** - is the connection of computers all over the world linked together through a fixed cable or wifi network. In a **wide area network (WAN)** – ie the internet, it is possible for other people, outside these local networks, to connect to the Internet by using standard network lines or Wifi connection. Access to the internet is safeguarded by firewalls and anti-virus software to prevent unauthorised access.
- **Social Media** – social media groups require users to register and join to access a very wide variety of information. Social media such as Whatsapp, Snapchat, Tiktok, Instagram etc allow users to set up groups and share information with each other. Social media cannot be accessed on our school network or our wifi network/iPads. Parents have a responsibility to be vigilant over the access their child has to social media and the content that they are sharing. Cyber-bullying is a term used for targeted online abuse – this is a serious offence which can result in police investigation.
- **What are the dangers of the Internet and social media?** - It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material. There is a risk that pupils using the ICT Systems can access this material if using ICT Systems. In our school, our connections to all networks, whether on cable or wifi, are secured by firewalls and monitored closely by our ICT network provider. However, while the providers of the Glasgow Schools ICT Systems use state of the art software to try to block access to such material, this software is not totally foolproof.
- **How can I get more information?**
If you have any specific questions please contact the school and ask for the ICT co-ordinator.



THIS PAGE MUST BE SIGNED BY BOTH PUPIL AND PARENT AND RETURNED TO THE SCHOOL ICT CO-ORDINATOR (MRS LYNCH) BEFORE ACCESS TO THE SCHOOL NETWORK IS ALLOWED. THE AUP DOCUMENT REFERRED TO CAN BE FOUND ON OUR SCHOOL WEBSITE AND YEAR GROUP TEAMS.

JOHN PAUL ACADEMY PUPIL ACCEPTABLE USE POLICY SCHOOL ICT NETWORK AND COMPUTERS

PUPIL

I confirm that I have read the Acceptable Use Policy. As a pupil of this school I agree

- i) to abide by the rules for acceptable use of ICT System as set out above,
- ii) that I will not engage in any of the prohibited activities identified above; and
- iii) that I will use the ICT System in a responsible way and observe all the restrictions in relation to the ICT Systems which are notified to me by teachers.

Name (in CAPITALS) _____

Class _____

Pupil Signature _____

Date: ____/____/____

PARENT

I confirm that I have read the Acceptable Use Policy. As the parent/carer or legal guardian of the pupil signing above, I grant permission for them to use the ICT System including electronic mail and the Internet. I agree to encourage them to abide by the rules outlined for acceptable use of the ICT facilities. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for them to follow when selecting, sharing and exploring information and media.

Name of Pupil _____

Class _____

Parent/Guardian Signature _____

Date ____/____/____