Woodbridge High School

ICT Acceptable Use Policy for Students

Advice and Guidance

Use of the Internet - the internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This would include indecent images, discrimination, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

Logins and Passwords - every person has a different computer login and password. You should never allow anyone else to use your details. Change your password if you think someone else may have your details.

Social Networking - never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the school/organisation or anyone within the school/organisation. Always keep your personal information private and never post personal information such as your full name, date of birth, address, school, phone number etc. Consider using a nickname and only inviting people you know. Universities and future employers have been known to search social networking sites.

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Chat Rooms - some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognize. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

Security - you should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

Copyright - you should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

Etiquette - Always be polite and don't be abusive online. Consider what you are saying, and how somebody else might read it. It is difficult to show emotions in things like emails and blogs, and some things you write may be read incorrectly.

Mobile Phones - Some mobile phones offer the same services as a computer, i.e. Facebook, YouTube, email access etc. This can be a great way of keeping in touch with your friends and family. But, in the same way that some internet services can be used inappropriately, the same is true with mobile phones.

Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else as this can be an illegal.

Cyber-bullying – Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a member of staff and/or a parent/carer.

ICT equipment - treat all school equipment with care and respect. Report any problems to a member of staff.

Sanctions – failure to follow this guidance, or deliberate misuse of school ICT, may result in a sanction.

Agreement and Understanding:

By signing this document, the school assumes you have read and understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being, and that you understand that any electronic communications related to school are not entirely private.

Student signature _____   *Date* _____