



# FARLINGTON

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## ACCEPTABLE USE OF IT FOR DAY GIRLS

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Your agreement to abide by the following guidelines ensures your safety and the efficient functioning of the School's IT facilities:

### **Definition**

The IT facilities at Farlington School are defined as computers, tablets, laptops including Chromebooks, software, monitors, keyboards, mice, printers, scanners, cameras and any other electronic device or item. Internet and G Suite which includes, but is not limited to: Gmail, Docs, Slides, Sheets, Forms, Classroom are included as IT facilities. It also applies to any device of your own which you are authorised to connect to the School wifi network.

### **Software**

You may not install software on any school machine or your Chromebook, which is owned by your parents but managed by the school.

### **Passwords**

Keep your password safe, treat it like your toothbrush and never share it. All passwords identify you on the system and if anyone uses your password, it will be traced back to you. You should use a strong password, i.e. one which includes one capital and number or symbol. You should regularly change your password. If you suspect someone else knows your password, you should change it immediately.

### **Storage Areas**

You are responsible for the file management of your storage area on your G Suite account; this should only be used for saving school work.

### **Copyright**

You must not plagiarise (copy) or misuse copyright material (any file that is not solely and entirely your original work). Misuse of material from the internet in coursework can lead to disqualification from all public examinations.

### **The School's Right to Review**

The School has the right to review eBooks and any files and electronic communications to ensure that you are using the system responsibly.

### **Printing**

To do your bit to support our Eco School objectives, you should avoid printing if at all possible; please remember you can review documents on screen. If you have to print, this should be in mono rather than colour, unless colour is essential to your understanding of the material (e.g. a colour-coded diagram). You should print double-sided wherever possible.

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Reviewed September 2018

### **The Internet**

The Internet is provided for you to conduct research and school-related work. Access requires responsibility; it is a privilege not a right. Your teachers will guide you toward appropriate materials. Internet and email activity is monitored and the IT Department is authorised to review internet usage history if required.

### **Time wasting**

While you are using the IT facilities at school, they must be used solely for school-related work. The playing of online games is not permitted, and is blocked by the web filtering system. If a website is blocked, it is for reasons deemed necessary by the School. You must not under any circumstances continue to attempt to access the site.

### **Email and messaging**

You will be provided with a School Gmail account for accessing G suite (including The Learning Platform) and for any school communications. Use of your own external email, messaging and online chat software is not permitted at school.

### **Social Networking Websites**

The use of social networking websites in School (e.g. Instagram, Twitter, Snapchat etc) is not permitted. When using social networking sites at home, you must not post any insulting or offensive material of any kind about other pupils, teachers or the School. You must not post any photographs or videos of anyone without their permission.

### **Mobile Phones**

You should not be using your mobile phone in lessons. However it may be used with permission of the teacher if you wish to take a photograph of your work (e.g. something you have painted or made as evidence). You may then upload this to your school G Suite account, so that you can transfer it to your eBook. Otherwise during lessons phones should be either switched off or in airplane mode. You may need to use a mobile device to access The Learning Platform during lessons or prep, but mobile phones should not be used in the Dining Room, the Library or the IT Room.

### **Chromebooks**

In addition to this policy, you must also follow the Chromebook Rules which are in a separate document. This explains to you in detail how your device is to be used a daily basis. Your Chromebook is your personal device and must not be shared with anyone.

### **Unacceptable use of IT**

The following will be dealt with in the same way as any other form of unacceptable behaviour in school:

- Sending or displaying any offensive material (e.g. messages, pictures or videos).
- Recording or taking photographs or video footage of anyone without their permission.
- Using inappropriate language, insulting or harassing others.
- Damaging computers, computer systems or networks.
- Offensive messages sent from mobile phones or any other device.
- Using other pupils' passwords and trespassing in other people's folders.

*This list is not exhaustive and behaviour that is deemed inappropriate will be dealt with on a case-by-case basis.*

If you have any issues or concerns regarding the misuse of IT you should report your concerns to the IT Systems Manager or any member of staff.

### **Sanctions**

Breaking the above rules will result in a temporary or permanent ban on Internet or computer use. Additional disciplinary action may be taken if the offence is serious.

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**Pupil's Name** \_\_\_\_\_ **Form** \_\_\_\_\_

As a user of the School IT facilities, I agree to comply with the school rules governing their use as set out above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parent**

As the parent or legal guardian of the student signing the above, I give permission for her to use the Internet and email. I understand my daughter will be held accountable for her actions. I accept responsibility for setting standards for her to follow when selecting, sharing and exploring information and media.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return to the School Office**

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