



**YSGOL  
LLANFYLLIN**

# Digital Access Acceptable Use Policy

Senior Leader: -	Mr Llyr Thomas
Chair of Governors: -	Mr Graeme Hunter

Date Adopted: -	September 2023	Review Date: -	September 2024
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The school will work closely with parents / carers and the LA to ensure that robust systems are in place to protect pupils and that they are reviewed and improved when necessary.

We will make every effort to always supervise pupils when using the ICT facilities. This may include the supervision by teachers or support staff. Computers will be placed in public places where screens are visible.

Pupils are expected to behave in a responsible manner when they are working with and around ICT equipment.

All internet access is logged by both the school and Powys County Council.

**Pupils must agree to the points detailed in this policy, and to our monitoring of websites visited and files kept on user home drives before using school equipment.**

### **Expectations of pupils**

- Passwords are your responsibility and under no circumstances should these be disclosed in anyway. Software on the network tracks when a pupil logs on, therefore if somebody else has used your account any misuse will be registered under your account - consequences will fall upon you. If you suspect somebody knows your password, then contact the IT Manager immediately.
- Home Drives are your responsibility and are made available for the storage of educational work-related files only. Home drives are monitored on a regular basis, and anything stored that is not schoolwork related will be deleted.
- You are not allowed to connect mobile phones or MP3 players to any IT device. The use of USB "pen drives" is allowed where there is a need.
- Non-educational games are not to be played on the school computers.
- Activity on the Internet must be directly related to schoolwork. Private use of the Internet in school is forbidden.
- The use of chat rooms, forums, anonymous proxies, instant messaging software and personal web-based e-mail is forbidden.
- If you want to use email, you must use the schools "Office 365" system.
- You are not allowed to download any material from the Internet that is subject to copyright without first seeking the permission from the owner. If in doubt, or you cannot obtain permission, do not use the material.

- The downloading of any music or video files is forbidden unless it is directly related to schoolwork and is not subject to copyright laws.
- You are not allowed to view, upload or download any material that is likely to be unsuitable for children or schools. This applies to any material of a violent, dangerous or racist nature. Also, any material which includes bullying or unacceptable sexual content.
- You are forbidden from streaming Music / Radio or TV shows on the school network.
- Giving out any personal information, addresses, and contact numbers of anybody at the school on the Internet or in emails is not allowed.
- The use of offensive, abusive or aggressive language is not allowed.
- You should keep your Home Drives and email folders free from unwanted or out-of-date documents. The system will easily become overloaded if you do not perform regular housekeeping.

**If you don't use the ICT equipment in an acceptable manner the following may happen:-**

- Your computer account will be restricted for an agreed period of time.
- Your Parent / Carer will be informed, and your account will be restricted for an agreed period of time. Evidence of the network misuse will be made available.
- Your Parent / Carer and you attend a meeting with school staff to discuss the matter.
- Your computer account will be suspended for an agreed period of time.
- Your computer account will be permanently closed.
- If applicable, police and / or other agencies may be involved.

**Disclaimer**

The school, along with Powys County Council will do its best to provide a filtered Internet Service. All staff, governors, parents and advisers will work to establish agreement that every reasonable measure has been taken. As a result of the process involved in publishing information on the Internet, it is not possible to guarantee that unsuitable material will never appear on a computer screen. Neither the school nor Powys County Council can accept liability for the material accessed, or any consequences thereof.

**Pupil**

I have read the schools Digital Access Acceptable Use Policy and fully understand what is acceptable and what is not acceptable when using the ICT Equipment in school. I understand that by failing to follow this policy I may be prevented from using the equipment or in extreme cases be excluded from school.

Name \_\_\_\_\_

Date \_\_\_\_\_