Digital Device Acceptable Use Policy

The school is offering an increasing number of opportunities for pupils to benefit from the use of computers, mobile devices and the Internet as part of their studies. However, with these opportunities comes the possibility of pupils misusing the network or the Internet and thereby causing serious harm to themselves, to other pupils or to the network. In order to limit possible misuse of the ICT facilities in The Wallace High School, we require pupils and parents to read, understand and agree to the following policy.

PASSWORDS

As security is essential, each user will be assigned two user accounts (Legacy network and C2K Network) by the school, the passwords for which must remain confidential. Parents should impress upon their child the importance of not divulging these to anyone.

Access to the school's network is a privilege, not a right. It is a privilege that is dependent on the pupil's ability to remember their password and to correctly log on to the network. When pupils have been unable to log on at the start of the lesson, it has proved to be impossible to resolve the problem on the spot without compromising some passwords. Consequently, should a pupil be unable to log on to the network during a lesson, they will instead do some work which does not involve use of a computer.

In order to limit the number of incidences in which pupils fail to access the network, pupils can speak to the ICT technicians (at break and lunch time) regarding problems relating to passwords and logging on. Pupils who have forgotten their password may have to wait at least 24 hours before a replacement can be provided. Pupils can also ask Dr McMath if they suspect their account security has been compromised.

In order to ensure that they can log on successfully, users should also note that passwords are case sensitive e.g., capital letters should not be entered as small letters.

It is the responsibility of each user to safeguard their password. Each user will be held responsible for any actions carried out whilst another user is logged on under their identity.

In order to protect the confidentiality of the passwords:

- users should memorise their password i.e., it should not be kept in their homework diary, on a slip of paper, on their mobile phone etc.;
- passwords must be at least 8 characters in length and comprise at least one uppercase, one lowercase and one digit;
- a user should be alone at a computer when logging on;
- teachers should not ask a pupil to tell them their password but instead should ask the pupil to type it in himself or herself;

RECORD KEEPING

All users should be aware that logs of their computer activity are recorded every time they log on to the network. This includes a list of all websites accessed via school computers and any personal devices connected to our network. If you have taken a school iPad lease your internet use at home may also be logged and monitored.

PROPER USE

The school uses a technological protection measure that blocks or filters some internet sites that are not in accordance with this policy. School computers must only be used for educational purposes. Users' folders on the network should therefore only contain material relating to their studies and may be inspected without the users' permission.

Users:

- should bring in USB drives, CD-ROMs (or other electronic storage media) from home and/ or use email when required to do so by a specific subject;
- may not enter a computer suite unless a teacher is present;
- must respect copyright laws and must not plagiarise others' work;
- must not download or play music files unless a teacher has indicated that it is a necessary part of a lesson;
- must not divulge personal details over the web/email/social media, arrange meetings or visit chatrooms;
- must not damage or interfere with school computers and network equipment;

INTERNET USE

Users must not include any text or images referring to any Wallace High School pupil, member of staff or member of the Board of Governors in a website or a file saved on the network without the prior permission of that person.

The material included in the school's websites will be limited to the group or whole class images / video with very general labels. Images or video of individual children, or individual names will only be used in exceptional circumstances to promote individual achievements and will have full permission of those involved. At no time will personal email / postal addresses, telephone / fax numbers be shown.

By default, the school's internet filtering software blocks the following content for both staff and pupils.

Adult
content containing sexually explicit images, video or text, the depiction of actual or realistic sexual activity;
Violence
content containing graphically violent images, video or text;
Hate Material
content which promotes violence or attack on individuals or institutions on the basis of religious, racial or gender grounds;
Illegal drug taking and the promotion of illegal drug use
content relating to the use or promotion of illegal drugs or misuse of prescription drugs;
Criminal skill/activity
content relating to the promotion of criminal and other activities;
Gambling
content relating to the use of online gambling websites or information relating to the promotion of gambling and gambling advice;
Grey Filtering
This covers websites that although may not be deemed inappropriate are not necessarily educational. These include gaming websites and social networking sites;

You may not access, distribute or place online material that:

- is illegal in the UK;
- is offensive, obscene, encourages or facilitates illegal activities;
- is in breach of copyright owners' statutory rights as the Internet should not be used to plagiarise the work of others or post any content including images without the permission of the owner / correct licenses (non-original content must be correctly attributed);
- could be used to harass, intimidate or otherwise annoy another person, when using email, messaging or chat;

Levels of Access
There are two levels of access provided by the filtering service. For educational purposes staff will have access to a number of websites that pupils may not.

A filtering service, no matter how thorough, can never be comprehensive and thus all users access the Internet in accordance with the School's Digital Device Acceptable Use Policy.

Breaches
If at any time school staff or pupils find themselves able to access Internet sites which they think should be blocked they should advise the ICT Coordinator immediately.

Reporting of Inappropriate Content
Where inappropriate material has been accessed via the school network the ICT Coordinator will inform the School's Senior Management Team and update the filtering rules accordingly. When appropriate the ICT Coordinator will also inform the filter software providers of the breach.

Parents will be informed when a pupil accesses inappropriate material.

When applicable the Principal will inform the Board of Governors and if necessary the Police. Where an incident is likely to involve media interest, the Department of Education will also be informed.

Changes to the Filtering Software
Where a member of staff wishes to access a website, that is currently blocked by the filters, they should request approval from their HOD. If approved, the HOD will email the ICT Coordinator with details of the website.

MOBILE DEVICES

Please refer to our dedicated Mobile Device Policy available at
(https://www.wallacehigh.org/wp-content/uploads/2024/12/Mobile-Devices-Policy-
Consultation.pdf)

VIRTUAL LEARNING ENVIRONMENT

The school offers users an online learning environment at www.whscampus.com. This
environment is managed by the teaching staff to support pupil learning. The platform is
accessible in school and at home and access is considered to be a privilege.

Your use of the platform (including chat and discussions) is logged and records kept of all
your activities / contributions to the site. Students should be aware that in addition to the site
administrator, course leaders are able to directly access their students' files. As with all
public sites, you should not regard any of your activity as private or confidential.

EMAIL

The school accepts that the use of email is an extremely valuable educational resource and
learning tool. However, misuse of such a facility can have a detrimental effect on other users
and potentially the school's public profile.

The general email principles are as follows:

- school accounts are to be used for mainly educational purposes and only limited
  personal use;
- the school may directly access a user's email accounts in the pursuit of an appropriately
  authorised legal or disciplinary investigation;
- email use may be subject to monitoring for security and/or network management
  reasons;
- users may be subject to limitations in their use of it;
- the specific content of any transactions will automatically be checked by a filtering
  application and on detection of inappropriate content the ICT Co-ordinator will be
  informed, who will take the necessary action.

It is unacceptable to:

- solicit emails that are unrelated to educational activities or for personal gain;
- send or receive any material that is obscene or defamatory or which is intended to
  annoy, harass or intimidate another person;
- upload, download or otherwise transmit commercial software or any copyrighted
  materials;
- waste time on non-school related business.

Users should:

- keep emails brief and use meaningful subject lines;
- re-read messages before sending to check for clarity and to make sure that they contain
  nothing which will embarrass the school or make it liable;
- understand the use of CC and BCC: only CC people that really need to receive the
  email;
- use file compression for large documents or send them using an alternative method;

- never reply to spam;
- avoid using email for sensitive or emotional messages, or offensive content;
- users should be careful when replying to emails previously sent to a group;
- ensure your terminal is locked or logged out when you leave your desk, a malicious user could send messages in your name.

SOCIAL MEDIA

The Social Media guidelines were created jointly by a working group of staff and pupils. The aim of the policy is to uphold and further develop the reputation of the school, its staff and pupil community.

As a school we acknowledge the significant role of social media can play in celebrating the success of our students and raising the profile of the school. Whilst we actively encourage the school community to re-share our social media published content, we are also aware of the risks such platforms can offer.

At Wallace, we recognise that social media services have become important and influential communication channels for our community. The same principles and guidelines that apply to the conduct of members of the Wallace community in general, apply to activities online.

To assist in posting content and managing these sites, the School has developed policies and guidelines for official and personal use of social media. These are listed at the end of this policy.

The Broad Purpose of Social Media

- Social media is largely an enjoyable medium about communicating and connecting.
- Social media is a valuable resource for learning.

Social media includes blogs, online networks and any other Internet-based tools for sharing and discussing information.

Guidance for Acceptable Social Media Use

- Exercise discretion, thoughtfulness and respect for your fellow colleagues, fellow pupils, and social media following.
- Do not list the school as your employer/place of education on social media accounts.
- Social Media accounts can never be considered private; they are simply personal accounts. However, it is advisable to review your account privacy settings and be aware what content is accessible beyond your social circles.
- It is advisable to note opinions in your social account are personal only. It is good practice to include a disclaimer to this effect in your social medial biography.
- When using social media assume at all times that you are representing The Wallace High School even if there is not direct mention of the school.
- It is only appropriate for a student to request to join a social media account of a member of staff if a) it is after 1 September of the year they leave and b) they are 18 years old.
- Do not answer questions on school policies or procedures. Questions about the school should always be directed towards the School (website form or direct contact via telephone).
- Refrain from engaging in communications that could disparage or offend members of the Wallace community including members of staff or pupils of schools. As a broad rule it is best not to be critical of others.

- Be mindful that all posted content is subject to review in accordance with school's other policies and guidelines such as the School's Behaviour Management Policy.
- Do not report, speculate or discuss school topics unless they have been communicated through an official school social media feed (such as Twitter or Facebook).
- Any discussion relating to school should not have the potential to bring the school into disrepute.
- Do not comment on other members of the school or personalities.
- The Wallace High School logos and/or visual identity cannot be used for personal social media without school permission.
- Your personal social media account is not an appropriate place to make school announcements. If you have school information and news that you would like to announce to the public or media, please contact the school's Press Officer. Re-sharing of school news published through official social media accounts is encouraged.
- The school does not monitor personal websites or social media accounts but will address issues through sanctions as published in other school policies.
- Users should be aware that the laws of defamation apply to content posted on social media outlets.

The school encourages staff and those students over the age of 13 to use social media constructively

DISCIPLINARY ACTION

In keeping with the School's Discipline Policy, action will be taken in the event of a pupil failing to abide by the conditions included in this Policy.

- General misuse of the internet during class such as visiting a site not appropriate to the work set, logging on as another user or playing games etc. will lead to a punishment set by the class teacher.
- Repeated general misuse (such as downloading or playing games) or a more serious internet offence such as visiting an inappropriate site (non-adult material), will result in a removal of internet access for a two-week period. In cases were a pupil's internet log shows consistent misuse a longer ban or school detention may be given.
- In the case of more serious websites (such as those featuring vulgar or adult material or use of websites/apps/technologies to circumvent the school filtering system), a school detention or Saturday detention may be given.

The school will take a particularly serious view of any cases in which threatening or derogatory material about other pupils, teachers or members of the school community is published on a website or where a pupil has accessed unacceptable material of a very serious nature. A suspension from school would be likely and the school may be obliged to report the matter further.

Parents will be informed of all misuse as appropriate.