



Acceptable Use Policy – Secondary School Students

Introduction

The aim of the BIS *Acceptable Use Policy* (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school staff, student and parent representatives will revise the AUP as necessary.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- All Internet sessions must be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students who use the Internet must be aware of issues relating to Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis. Personal USB Keys or CD-ROMs must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all portable devices and to check them for viruses.
- Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

Network etiquette at BIS should promote the following:

- Be polite.
- Use appropriate language.
- Do not swear, use vulgarities, or any other inappropriate language.
- Keep your personal address or phone number or the personal addresses or phone numbers of others confidential.
- Illegal activities are strictly forbidden.
- Only share images with people that you know personally (IRL)
- Only share images that do not show intimate parts of your or other people's bodies
- Students should always back up their own work.

Internet Access using School Devices

- Students must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet on school devices for educational purposes only unless approved by a member of staff.
- Students must be familiar with copyright issues relating to online learning.
- Students must never disclose or publicise personal information.



- Students must be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Online shopping using school devices is prohibited.

Email and Text Messaging using School Devices

- Students are not permitted to access personal email or webmail accounts or to set these up through the school network except with express permission from staff members.
- Text messaging through mobile phone companies via the Internet is forbidden except with express permission of staff members

Internet Chat using School Devices

- Internet chat/ blog discussion forums may be used only under the guidance of the teacher.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.

Bullying- Internet Mobiles and School Devices

Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment. BIS reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school.

Personal Mobile Devices

Secondary students are permitted to bring personal mobile and other internet enables devices to school under the strict proviso that:

- Devices remain turned off throughout all lessons periods and during lesson transitions unless a teacher expressly requests that students use the phones for a specific learning related purpose
- Devices on silent/ screen lock are not considered to be turned off – power must be disabled
- Posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy
- Capturing or posting images of other students without express consent is forbidden
- Students understand that they bring devices to school entirely at their own risk – the school accepts no responsibility for the loss or theft of devices on school property/ during school time and will not involve the police in the investigation of such loss
- Any breach of the above regulations will result in the confiscation of a student's device for a time to be specified by the member of staff at the time, but not less than to the end of the school day
- Repeated breaches will result in a loss of all privileges relating to bringing devices to school. Students will be required to either leave their device at home or with the security guard for the duration of the school day

School Website

- Students will be given the opportunity to publish projects, artwork or school work on school blogs
- Some student work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work once the permission of their parents/guardians has been secured.



- Photographs published on the website will normally focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.
- *Photographs* of students participating in school activities may be published on school web pages unless parents have requested in writing that this not be done.

Sanctions for Misuse

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Agreement Form -Secondary students

Please read carefully the School's Acceptable Use Policy and sign and return the permission form to the Form tutor.

I have read and agree to adhere to all rules of the BIS acceptable use policy:

Signed: _____ (parent/ guardian)

Signed: _____ (student)

Student name: _____

Date: _____



Acceptable Use Policy – Primary School Students

Introduction

The aim of the BIS *Acceptable Use Policy* (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school staff, student and parent representatives will revise the AUP as necessary.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- All Internet sessions must be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students who use the Internet must be aware of issues relating to Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis. Personal USB Keys or CD-ROMs must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all portable devices and to check them for viruses.
- Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

Network etiquette at BIS should promote the following:

- Be polite.
- Use appropriate language.
- Do not swear, use vulgarities, or any other inappropriate language.
- Keep your personal address or phone number or the personal addresses or phone numbers of others confidential.
- Illegal activities are strictly forbidden.
- Only share images with people that you know personally (IRL)
- Only share images that do not show intimate parts of your or other people's bodies
- Illegal activities are strictly forbidden.

World Wide Web using School Devices

- Students must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet on school devices for educational purposes only.
- Students must never disclose or publicise personal information.
- Students must be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Online shopping using school devices is prohibited.



Email and Text Messaging using school devices

- Students are not permitted to access personal email or webmail accounts or to set these up through the school network. School email addresses must be used under supervision.
- Text messaging through mobile phone companies via the Internet is forbidden.
- ICQ instant messaging (messaging through chat rooms, Twitter accounts etc) is forbidden unless express permission given by a teacher.

Internet Chat using School Devices

- Internet chat/ blog discussion forums may be used only under the guidance of the teacher.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is strictly forbidden.

Bullying- Internet Mobiles and School Devices

Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment. BIS reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school.

Personal Mobile Devices

Students are not permitted to bring personal mobile and other internet enabled devices to school except with the express permission of the Head of School or Head of Primary. In the event that permission is given:

- Devices will remain turned off throughout the school day.
- Devices will remain in the care of the school security staff from arrival until departure.
- Students understand that they bring devices to school entirely at their own risk – the school accepts no responsibility for the loss or theft of devices on school property/ during school time and will not involve the police in the investigation of such loss.
- Any student found in breach of the above will have their device confiscated for a period not less than up to the end of that school day and to be determined by the Head of Primary.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on school blogs
- Some student work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work once the permission of their parents/guardians has been secured.
- Photographs published on the website will normally focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.
- *Photographs* of students participating in school activities may be published on school web pages unless parents have requested in writing that this not be done.



Sanctions for Misuse

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Agreement Form – Primary Students

Please read carefully the School's Acceptable Use Policy and sign and return the permission form to the class teacher.

I have read and agree to adhere to all rules of the BIS acceptable use policy:

Signed: _____ (parent/ guardian)

Name of student: _____

Date: _____



Acceptable Use Policy – Staff

This policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head of School and Directors. See appendix 1

I will not reveal my password(s) to anyone.

I will not allow unauthorised individuals to access email / Internet / intranet /network, or other school systems.

I will not engage in any online activity that may compromise my professional responsibilities.

I will only use the approved, secure email system(s) for any school business (which is currently: BIS gmail).

I will only use the approved school email and other school approved communication systems with students or parents/carers, and only communicate with them on appropriate school business.

I will not browse, download or send materials that could be considered offensive to colleagues.

I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager /school named contact.

I will not download any software/resources that can compromise the network/are not adequately licensed.

I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.

I will not use personal digital cameras or camera phones for taking and transferring images of students or staff without permission from the Head of School or Head of Primary/Secondary and will not store images at home without permission.

I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

I understand that data protection policy requires that any information seen by me with regard to staff or student information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

I will embed the school's e-safety curriculum into my teaching and will only use systems in accordance with any corporate policies.

I understand that all Internet usage and network usage can be logged and this information could be made available to my manager on request.



During lesson time/direct supervision of students, I will only use personal digital devices for appropriate purposes (e.g. time check, digital capture of student work, school email) and not for non-teaching related personal purposes. If in doubt, I will consult the directors/ principal.

I understand that failure to comply with this agreement could lead to disciplinary action.

Appendix 1

The Directors consider the following uses of the internet to fall outside the bounds of reasonableness:

During directed and teaching hours:

- personal shopping
- personal messaging via apps/ messaging services
- personal phone or video calls
- use of personal social media

Outside directed and teaching hours (also applicable above):

- downloading of large amounts of video or game data for personal use
- viewing pornographic images or images of abuse
- online gaming



Agreement Form for Acceptable Use Policy - Staff

Please read carefully the School's Acceptable Use Policy and sign and return the permission form to the School Office.

I have read and agree to adhere to all rules of the BIS acceptable use policy:

Signed: _____

Date: _____