Aims

To offer guidance to all TLRs, Sixth Form Subject Teachers, Tutors and Students on the usage of the Internet

Scope

All TLRs from all Year Groups, Subject teachers, Tutors and Students are aware of the responsibility they have in ensuring the Internet is used safely and solely for educational purposes

Netbook & Use of School Computers

Each student at the start of their time in the sixth form will be required to give a £70 deposit to receive their own personalised netbook. The netbook will be stored at school at all times and should not be taken off the premises. At the end of each day or when students leave the premises to go home they are responsible for replacing their netbooks to the correct allocated recharging slots. Failure to do so or failure to look after their own netbook (netbooks should not be left unattended and any damage incurred at this time is the responsibility of the student assigned to the netbook) could result in losing some or all of their deposit (or usage of the netbook), depending on the circumstances. The amount will be decided upon by AHT Sixth Form / IT Services. Students are to **ONLY** use their allocated netbook. Any damage or if the netbook is not working correctly then it should be reported immediately to reception or IT services. At the end of each student's course the netbook will be assessed for damage / wear and tear and the deposit will be deducted accordingly, if necessary.

The POD computers have a high specification. Students need to ensure that they are used sensibly and that no damage occurs. The IT Pod & Library will have CCTV and therefore those areas and users will be closely monitored. Computers are to be used for work. Games and net-surfing are not permitted.

General Policies

- **No** personal device (Laptop/Tablets) will be allowed to connect to the school system.
- IT Services will ensure regular back up of Students Home Folder
- USB Access for student has been denied. IT Services will **NOT** copy files from USB to students Home Folder
- All work should be saved every time a change is made to prevent any loss of work done.
- Google Doc or My Big Campus MUST be used to save a backup of coursework

Google Doc/Drive

- Students must use for Educational Purposes ONLY
- Students MUST use FHS username & Password
- Students MUST not share unnecessary files with others
- Google Drive can be accessed from home or school using FHS account
- Google Doc can/Should be used as a place to back up any work

Email

- Students are **expected** to check emails everyday
- Students may only use approved e-mail accounts on the school system such as Group-wise.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.

Purpose of the Policy
- To help protect the School against liability for the actions of its students
- To help educate system users about the legal risks that they might inadvertently take
- To notify users of any privacy expectations in their communications
- To prevent damage to systems
- To avoid or reduce unnecessary time being spent on non-work related activities.
- To make clear to users who they should contact about any particular aspect of the policy

Internet Policy
- Rules for Internet access will be posted in all rooms where computers are used.
- Your internet use will be monitored & screen shots can be collated in instances of usage violation.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

Chat Rooms
- Students will not be allowed access to public or unregulated chat rooms.
- Students should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

Netbooks X131e - Netbook Computer Policy
At Featherstone High School we are at a very exciting time in our journey towards sustained excellence. Featherstone High School will continue to go from strength to strength, with a committed staff and excellent facilities set within a respectful community. Our students are here to learn and, make no mistake; we will have challenging expectations throughout their time with us. We are proud of our success and will ensure we do all we can to recognise and celebrate individual student achievements. Our school motto "together we achieve" emphasises the importance of partnership in our success. We will ensure that parents are kept fully informed of our students' progress and achievement in order to facilitate that crucial partnership.

School Agreement will be between Featherstone High School (The School) & the student (the User):

Function
Featherstone High School has a responsibility to ensure that all data stored on its computer systems is appropriate to the needs of Featherstone High School, is securely held, is available in a complete and accurate form when needed and complies with the Data Protection Act. The Netbook increases the risks associated with the secure storage of data. The purpose of the Policy and Agreement is to set out the criteria for the provision of Netbook and the conditions of its use.

Responsibilities
It is the responsibility of IT Services to ensure the correct configuration of the Netbook. The Netbook user is responsible for ensuring the integrity of the configuration (e.g. not installing unauthorized software). IT Services will be responsible for checking the configuration of the Netbook, and any necessary software upgrades are completed. The Netbook holder must cooperate with the IT Department and ensure their Netbook is checked.

Under this agreement you will:

1) The netbook is to be owned by the school and students are to make an overall contribution of **£70.**

2) The Netbook shall only be used by you the user **ONLY**

3) If a student damages the netbook, the student will forfeit their deposit of £70 depending on the damage.

1. A new netbook will only be issued to the student on an addition payment of £70.

4) Any issues with netbooks must be reported to Sixth Form reception on the same day so a ticket can be logged for IT Services

5) If students leave for any reason other than graduation, they will return the netbook to the school in full working order.

6) Any damages to the netbook will need to be reported ASAP to Reception so IT Services can make the necessary checks.

7) The school will not provide or specifically recommend any additional peripherals as part of the Netbook.

8) Prior to netbooks being issued to students:

- Each netbook must be imaged with the permitted school Image for each year level and registered in the school database with a unique identifier against the students ID.
- Each Netbook will be labelled With Students Detail i.e. Name, Year Group, FHS No. & Netbook No.
- Each Netbook Battery to be labelled with the Netbook No.

9) As netbooks are the property of the school they are not to be altered or personalised in any way that is irreversible i.e. Stickers.

10) Software installed by the school is subject to licence conditions and must not be distributed or deleted without written permission from the school.

11) Use of netbooks by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are also to familiarize themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.

12) Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

13) Students are to use their username and password to access their netbook, to protect information in incidents of loss or theft.

14) Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the netbook. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their netbook while at school where given express permission by a teacher for an educational purpose.

15) It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

16) Student must abide by the school's User Agreement whenever the school equipment or services are involved. This includes the netbook regardless of location. The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- Student should be respectful in how they talk to and work with other online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

17) All netbooks are to be fully charged at the commencement of every day.

18) Student work will be periodically backed up on the school server during the day.

19) Netbooks are to be switched off at the end of the day to prevent any hardware faults.

20) Netbooks are to be kept in the Lapsafe room when not in use and put in the bay allocated to you.

Top 5 common Damages

1- Cracked Screen Full Loss
2- Chassis/ Hinge damage Full Loss
3- Keyboard damage 10% Loss
4- Battery damage 10% Loss
5- HDD Corrupt up to 10% Loss