



BRADFIELD COLLEGE

IT Acceptable Use Policy

Computers and the **Internet** are available primarily to support academic work, research and study. In instances where an individual's use of a College computer or the internet is deemed irresponsible or inappropriate, access to the College network will be removed for a period of time while the matter is investigated. Be aware that Internet searches and online activities are logged.

Mobile Phones are permitted at Bradfield primarily to support pupils' family life and the effective operation of the school. Possession of a mobile phone whilst at Bradfield College is a privilege and not a right. You should use your mobile phone responsibly. In instances where an individual's use of a mobile phone is judged irresponsible, his/her phone may be confiscated for a period of time. Repeated irresponsibility in the use of mobile phones will result in a pupil being punished by the Second Master.

You should be aware that computer/mobile phone memory (including any external storage media a pupils brings into College) will be treated in the same way as your rooms. Subject to the provisions of the College policy "Searching of Pupils, their Property or their Rooms", staff may review files and communications to ensure that you are using ICT responsibly. No user of ICT at Bradfield should expect that files stored on servers or storage media are always private.

Material downloaded in the home, posted online from a home computer, or transmitted to a mobile phone when you are at home, can impact significantly upon the life of pupils at College. It is expected that, at home as much as at school, your use of ICT will comply with the College's ethos, accord with the College Rules, and honour the agreement you signed when you joined Bradfield regarding the use of ICT at the College.

The ethos of Bradfield and the College Rules should make it apparent that a range of activities is absolutely prohibited when ICT is used. Activities excluded include:

- Sending, receiving or displaying offensive/obscene messages or images
- Using IT to in some way harass, insult, embarrass or attack others
- Using IT to 'hack' into others' personal files. E.g. email, database records or private user-area/account/profile
- Using another person's device without consent or imitating somebody else on any social media forum/platform
- Using accounts or passwords of others when making use of any form of IT
- Using IT to plagiarise material or otherwise violate laws of copyright
- Using obscene or offensive language/images when communicating
- The deliberate damage or corruption of computers, systems or network peripherals

IT Guidelines for Pupils

1. Keep your password secure. Do not tell anyone else what it is. Change it regularly.
2. A secure network is provided to the benefit of all. Respect the safeguards in place and do not attempt to bypass filters or user permissions. Do not use VPN tunnels, Proxy Servers or non-Bradfield College Internet Services to access blocked material. If a legitimate website is blocked please ask a member of staff to contact IT Services on your behalf.
3. If you are using a computer and you find something unpleasant, obscene or offensive please inform IT Services immediately. Be aware that Internet searches are logged and reviewed.
4. Never give out personal information (including photos/videos) to anyone you do not know.
5. Save your work regularly and backup all of your important files, particularly any work you store locally to your own device(s).
6. Avoid wasting file server space. Please delete any out of date or unwanted files. The College reserves the right to delete non-education related material from the network drive. We strongly advise personal files be stored on non-networked personal devices or cloud drives.
7. Think before you print, save paper whenever possible. Print job log files are retained.
8. When using a College device remember to close down and log off your session correctly.
9. Copying software is illegal. Please respect the rights of authors and do not copy from the school network or any other source. Those who do are liable to prosecution.
10. If there is a problem with a PC or network device please report it to IT Services:
helpdesk@bradfieldcollege.org.uk

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