

PARK HOUSE ENGLISH SCHOOL

Responsible Usage of ICT Agreement

(for Students)

The internet (includes website, social media, Office 365 platform etc.) is a valuable resource for education for the PHES community. It allows showcasing of work as well as enhancing student learning. However, the internet also contains an unregulated collection of resources and PHES cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter.

This agreement specifies user obligation and responsibilities and shall indemnify PHES for any damages. The parent/guardian shall agree not to hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred.

I (as a parent/guardian) understand that PHES:

- May use photographs or videos of my child/children on its official sites and general school business
- Will not use student names on its sites
- When possible, will show students in videos and photos in groups, avoiding close-ups if possible
- Will only link to verified and trusted external websites
- Has various official sites. This includes the website, Facebook and Office 365 Platform. Overall responsibility lies with the Head of School.
- Will not release anything on its official website without the final approval by the Head of School. The Head of School may delegate this to a member of the Senior Leadership Team.
- Will not allow underage students to use certain websites (e.g. Facebook has an age limit of 13) and parents will help towards ensuring this.
- Has a firewall that blocks certain inappropriate sites and viruses. However, it is not fool-proof and parents will take necessary precautions at home, including educating my child.
- Has a Responsible Use of ICT Policy that applies to all the community.

I (as a parent/guardian) understand that I must:

- Assist my child in keeping their login and password details secure
- Report any misuse to PHES.
- Monitor and help my child when using the PHES Office 365 domain, especially from home
- Ensure my child treats all members of the community with respect.

I (as a parent/guardian) understand the following is a non-exhaustive list of activities (by students) that will not be tolerated, and that violations may result in the loss of account or equipment privileges, as well as other disciplinary and/or legal action.

- Sending, displaying, or downloading offensive messages or pictures; using obscene language
- Sending email or posting information on any website that is false, or defamatory, sexually explicit or makes another person feel uncomfortable, harassed or threatened
- Harassing, insulting, bullying or attacking others - this includes outside school.
- Accessing any social network while in school without permission
- Accessing, sharing or using inappropriate or illegal websites or media
- Using another's password; hacking; trespassing in or deleting another's folder, work or files.
- Wilful damage to ICT or media equipment, including software and electronic networks
- Intentional or negligent waste of limited resources, including unnecessary use of printer/paper
- Employing school equipment or network for commercial purposes, financial gain, or fraud.
- Deliberate violation of copyright, privacy or child protection laws
- Access only those sites made available by PHES and not seek to use anonymous browsers or any other means to evade PHES's security software
- Using a mobile phone in class or during the school day unless given permission by a teacher.
- Inappropriate use of any media that may deem to be harassing or bullying others, inside and outside of school.

Students bringing in devices:

- I understand that bringing a personal digital device to school is a privilege.
- I agree to use my personal device in a responsible manner and comply with the school rules explained to me.
- I understand that my teacher may request access to view my device.
- I understand that during school hours my device is to be used only for school work.
- I understand that the use of my device is subject to the existing ICT Acceptable Use Policy.
- I understand that I should not record or photograph another person without permission.
- I should password protect my device; I will keep my password secret.
- I will use appropriate language and keep my communication with others positive and respectful.
- I will not use the device to intimidate, bully or otherwise harass other people.
- I will report offensive or inappropriate content/images to my teacher in the event that the situation occurs.
- I will ask a teacher or my parents before I share my personal information (full name, address, phone number, photos) online.
- I will never attempt to upload or download any unauthorised content.
- I will respect all copyright and legal laws that apply to purchasing Apps.
- I must not touch, use or remove another person's device without the permission of the teacher or the owner of the device.
- I will remain responsible for my device whilst at school and use it after seeking permission from the teacher.
- I understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Responsible Use of ICT Policy and will result in disciplinary actions.

- I realise that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the Responsible Use Policy and will result in disciplinary actions.
- I understand that the school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- I understand that the school does not take responsibility for the loss, theft or damage of any personal devices whilst on school premises.

PRINTING

Parents should provide access to a printer at home so their children can print coursework or homework.

Microsoft Office 365 (@parkhouseschool.com) Accounts

All PHES students from Years 5 upwards receive a school Microsoft Office 365 account.

E-mail addresses for this account take the form of our school domain, e.g. student username followed by @parkhouseschool.com.

The purpose of creating school Office 365 accounts is to provide students with a safe system for collaborating on documents, websites, presentations and other tools as well as for communication between teachers and students regarding schoolwork. Students will be able to access their accounts from home by signing in. However, these accounts are strictly not to be used by students for personal use or as a social forum. Existing e-mail accounts that students may have, such as Gmail, Outlook/Hotmail or other, are to be considered as personal, and are not to be used for school communication.

In the interest of safety and appropriate use, we have decided that class teachers will retain student passwords. As parents it would be advisable for you to know your child’s password too. This will ensure that use of these accounts and all e-mail communication is carefully monitored, both at home and in school.

Care has been taken to make the e-mail system secure. Incoming e-mails are subject to strict filters set up by Microsoft. All attachments are scanned for malicious code, such as viruses. In the unlikely event that your child receives spam or malicious code, please notify the class teacher and/or Head of Dept. and/or ICT teacher immediately.

I understand and accept that the school maintains ownership and reserves final judgement on the public use or exposure of any school material, images or intellectual property, including that of students. I understand that any party or person including students, staff and all school stakeholders wishing to use school material in any public domain such as but not limited to internet, print, aural or visual media must first obtain permission to do so, from the school. I understand that international copyright laws, privacy laws, and laws pertaining to child protection will be legally enforced.

I have read, understand and accept the PHES Responsible Usage of ICT Agreement, and will be responsible for the behaviour of my child. I understand that the school cannot guarantee the accuracy or appropriateness, of information or material that my child may encounter on the internet and in public media. I shall not hold the school responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child