



## QUEEN VICTORIA SCHOOL

### RULES ON USAGE OF PERSONAL AND QVS ICT EQUIPMENT

The use of personal ICT equipment has made contact between boarders and their families easier and more frequent and, on the whole, Queen Victoria School welcomes this provided responsible usage takes place. It is essential that pupils understand that misuse of mobile phones, laptops and other ICT equipment, including texting and photographing facilities, will result in sanctions. Text messages must not be salacious, offensive, insulting or derogatory. Pupils should be aware that a special ICT unit has been set up in Scotland to tackle all sorts of computer related crime and messages can be traced.

**Due to Child Protection issues, ICT which has picture facility must be used appropriately.** Photo-phones are now a major issue in terms of invasion of privacy etc.

Ultimately the pupil is entirely responsible for the use of his/her ICT equipment.

Phones should be protected by a PIN (Personal Identification Number) and laptops by a password known only to the pupil. This is in order to avoid use of ICT by others without the owner's permission.

Junior pupils may have their mobile telephones collected in and locked away before lights out.

If pupils wish to have ICT equipment for personal use at School it must not be used outside the following times:

- a. in the morning until Chapel
- b. break and lunchtime
- c. after classes until Prep
- d. end of Prep till lights out

**The following are times when personal ICT equipment definitely should not be used:**

- a. Class time\*
- b. During Prep\*
- c. After lights out

\* Exceptions to this are when the ICT is being used for an educational purpose and with the agreement of staff.

The use of our network and the Internet is a privilege, not a right. Inappropriate use, as outlined in the following sections, may result in the cancellation of those privileges. The school reserves the right to effect additional sanctions where appropriate. Based upon the guidelines stated in this document, the system administrators and Senior Management Team in the school decide what is appropriate use.

The school may exercise its right to monitor by electronic means the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or that the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

- ❑ Access must only be made via the user's authorised account and password, which must not be given to any other person.
- ❑ Users must not access another user's account or files and must never attempt to find out or use another user's password.
- ❑ School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- ❑ Copyright and intellectual property rights must be respected.
- ❑ Users are responsible for e-mail they send and for contacts they make.
- ❑ Any form of electronic communication should be written carefully and politely and must not contain content that is likely to cause offence as this may be considered as bullying. Users must not use inappropriate language. Any images used must not be inappropriate in nature.
- ❑ Anonymous messages must not be sent.
- ❑ Attempting to bypass the school's security filter by means of Internet Proxies or otherwise is strictly forbidden.
- ❑ The inappropriate use of public chat rooms, forums and any form of social networking site (e.g. FaceBook, Twitter, etc.) is not allowed. \*See Below
- ❑ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ❑ No software or hardware of any kind should be installed or run on any machine or network without prior agreement with the systems administrators.
- ❑ Reckless use of machines which results in software or hardware failure may result in the user being liable for the repair cost.
- ❑ Inappropriate material may not be downloaded onto school machines or systems.

\* Inappropriate use includes engaging in any activity which brings the school into disrepute or is liable to result in harm to either the individual user or the school more generally.

Inappropriate use of Personal ICT equipment will result in confiscation.

Inappropriate use of School ICT will result in a ban on usage.

Spot checks may be carried out to ensure that pupils are complying with these guidelines.

If pupils do not abide by this contract, pupils and parents must be aware that the following action will be taken:

- 1<sup>st</sup> offence** : Personal ICT equipment will be confiscated for 2 weeks.  
Abuse of School ICT will result in a 2 week ban.
- 2<sup>nd</sup> offence** : Personal ICT equipment will be confiscated for one month.  
Abuse of School ICT will result in a one month ban.
- 3<sup>rd</sup> offence** : Personal ICT equipment will be confiscated for one term.  
Abuse of School ICT will result in a one term ban.
- Continual infringements will result in permanent withdrawal of personal or School ICT usage.

**Pupil's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Some ICT equipment can be set by parents to limit access to undesirable material. If such protection is available on your child's personal ICT equipment, please ensure that it is engaged to your satisfaction before allowing your son/daughter to bring the item(s) to school.

**Parent/Carer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WARNING:**

*A Government report has stated that there is a potential risk to children through the overuse of mobile phones.*