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## SECTION 2.25 – USE OF TECHNOLOGY - STUDENTS

### Introduction

Students at Frensham Heights are entitled to make use of the School’s ICT facilities to support valid academic and administrative tasks and to connect their personal devices to the School’s wireless LAN to facilitate internet access. Access may be denied if the appropriate rules and regulations are not followed.

The rules set out here apply to anyone using any kind of computer/electronic hardware or software, for any purpose at the school, even if it is their own equipment and even if it is only connected to the school system through an Internet from an outside location.

### Law

Students must comply with the laws relating to the use of computer equipment. These include: **General Data Protection Regulation 2018; Copyright, Design & Patents Act 1988; Computer Misuse Act 1990; Criminal Justice and Public Order Act 1994.**

### Security – System Access

On joining the School, students will be set up with a school Microsoft Office 365 account with the username in the format of [surnamefirstnameinitial@fhstudent.org](mailto:surnamefirstnameinitial@fhstudent.org) (first name subsequent letters are used should a username already be in use) by the Director of IT & Estates to have access to the school network system. The password is set to “fhs!schoolrollnumber”. This password should not be given to anyone, except the IT department. Passwords will then be prompted to be changed every year in the autumn term.

Students have a personal storage area on Microsoft OneDrive for their work and only they and the IT department have access to it. The Microsoft Office 365 account also includes an email account and the email address is set as “[schoolusername@fhstudent.org](mailto:schoolusername@fhstudent.org)”.

### Security – Facilities/Equipment

For reasons of security, access to the School’s ICT facilities and equipment is controlled: Students have use of the three ICT suites during ICT lessons and other lessons when the ICT suite has been booked by the teacher. The photography studio also has an ICT suite and the Art department has an IT Suite for Graphic Design. During break, lunch and after school students have access to the PCs in the Library. Any user identification or password you are given is for you alone: do not inform anyone of yours and do not try to use anyone else’s.

**Personal devices**

Students in Years 7-9 are expected to bring in their own laptop for use in lessons. These need to be Windows machines, and the required specifications are available from the Director of IT & Estates. This policy applies to all users of IT in the school, whether on school machines or personal devices. The specification of the machines is advised by our Network manager each year/or as needed

**Guidance on Equipment/Software Usage**

No equipment or other ICT facilities may be moved without prior agreement.

Please follow the appropriate instructions for using computers and use only authorized software. You must not damage, interfere with or change any hardware or software; if you do, you may be charged to resolve any problems. Please do not introduce, or risk introducing, viruses or anything similar to school property. In addition, avoid interfering with other users or their data or software.

You must not create, display, produce or circulate any offensive material. In particular, you must not download, create or distribute any material that is sexually explicit or pornographic. Nor must you use school facilities for defamatory remarks. The server software, which manages Frensham Heights' network, does track system usage and may be used to look at unusual activity if required.

No Software is to be installed onto school equipment without permission from the Director of IT & Estates.

**Access to Facilities and Systems**

- **School Network/Software.** This can be accessed once you are logged on to the School system using your personal password. Should you wish to have access to any existing software system or any new software you need to discuss your requirements with the Director of IT & Estates.
- **School Intranet/Wireless LAN.** All members of Frensham Heights can access the Internet by virtue of the wireless LAN. The School uses WPA2 Enterprise security and as such any devices brought into School will need to be WPA-2 Enterprise compliant to access the Wi-Fi. Students are required to enter their school username and password to connect to the Wi-Fi.
- **Access Rescinded.** Users of the network and remote ICT facilities must adhere to the policy set out within this policy document. Evidence of failure to do so may lead to possible withdrawal of all rights and privileges of access to network facilities.

**Server/Cloud Storage**

The School provides sufficient computer storage facilities to meet our educational needs. On a regular basis, all users should check their work files to ensure that continued storage is necessary – otherwise files should be deleted. Storage of personal files, particularly pictures, music and multi-media, can prevent the effective functioning of the school

system and significantly slow certain operations, such as logging in and virus checking. Therefore, storage of personal files is to be limited and individuals may be asked to remove their own files if they are adversely affected the operation of the school system.

### **Role of Technical Staff**

With the explosion in technology, the School recognises that blocking and barring sites is no longer adequate on its own so students are taught to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for all teaching staff, but particularly the Designated Safeguarding Lead and the pastoral team. Our technical staff have a key role in maintaining a safe technical infrastructure at the School and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of our hardware system, our data and for training our teaching and administrative staff in the use of ICT. They have the ability and authority to monitor the use of the schools provided access to the internet and emails and will report inappropriate usage to the Deputy Head.

### **Role of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads**

The School recognises that internet safety is a child protection and general safeguarding issue. The DSL and Deputy DSL have had training that ensures that they are aware of the safety issues involved with the misuse of the Internet and other mobile electronic devices. The DSL works closely with the Local Safeguarding Children's Board (LSCB), Child Exploitation and Online Protection (CEOP) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Frensham Heights.

### **Involvement with Parents and Guardians**

The School seeks to work closely with parents and guardians in promoting a culture of online safety. We will always contact parents/guardians if we have any worries about a student's behaviour in this area, and we hope that parents will feel able to share any worries with the School. We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. Therefore, the school is happy to advise on such issues if a parent or guardian needs it.

### **Commercial**

The use of School ICT facilities for commercial gain must have the explicit permission of the Head and may be subject to charge. Use of ICT facilities by persons, other than staff or students of the school, must have the explicit prior permission of the Head and may be subject to charge.

### **Damage**

In cases where damage has been caused, students may be charged for the cost of remedying any damage.

### **Use of Technology in School**

Students are required to read and agree to a code of practice covering the responsible use of technology in school.

- **Year 7-13 Acceptable Use Policy.** A copy is at Appendix A.

- **Year 1-6 Students Acceptable User Agreement.** A copy is in Appendix B.

### **Leaving Frensham Heights School**

Once a student or member of staff leaves the school, all their permissions to use ICT facilities cease and all email accounts and user accounts are deleted from the school systems after 30 days.

## Appendix A

### The Use of Technology in Schools

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#### School Policy

Frensham Heights is a 3-18 school that acknowledges that new technologies have become integral to the lives of children and young people in today's society; both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times (where possible and within reason).

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

#### ACCEPTABLE USE POLICY

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I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### For my own personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications **if** there is cause for concern.
- I understand that I am responsible for my username and password. I will not share it with anyone and I am responsible for anything that happens on my account or when I am logged on.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. This should be reported to a member of staff; normally the teacher of your lesson, the Director of IT & Estates or the Deputy Head
- I understand that everyone has equal rights to use technology as a resource
- I will act as I expect others to act toward me:
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images or video of anyone without their permission or with the intention of humiliating anyone..
- Any DVD or games that are brought into school should be age appropriate for the students (particularly those in boarding houses). Certificated games and DVD's in

Hamilton House/Main House should be shown to the duty member of staff before being played in the boarding houses.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however it may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a school computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites on the school's network in what the school considers to be social time (after 4.10pm). Any independent devices which are brought into school and used in school are the responsibility of the owner. Whilst the school is not responsible for them, they will take a view on action which deliberately impacts on the community (welfare and smooth running)

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take disciplinary action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network for a short period of time, gating, suspension or permanent exclusion, contact with parents and in the event of illegal activities, involvement of the police

- Personal devices that utilise the school wi-fi are welcomed: however anything done in school or that affects school is considered school business and therefore students are responsible for their behaviour in and outside of school

### **Promoting safe use of technology**

Students of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- Childnet International ([www.childnet-int.org](http://www.childnet-int.org))
- Cyberbullying ([www.cyberbullying.org](http://www.cyberbullying.org))
- Bullying UK ([www.bullying.co.uk](http://www.bullying.co.uk))
- Thinkuknow ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk))

### **Safe use of personal electronic equipment**

- Our guidance is that no one should put anything onto the web that they would not say to their grandmother or our Headmaster!
- We offer guidance on the safe use of social networking sites and cyber-bullying through our Horizons (PSHE/RSE) and ICT lessons.
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- Any discipline issues will, where possible, be correlated to similar sanctions given to non IT based offences.

## **Appendix B**

### **Responsible Use Code of Practice for the network and Internet - Students Years 1 - 6**

We use computers and the Internet for learning. This Code of Practice will help us use them safely.

- I will always use a computer with my own logon and password, which I will not tell anyone else.
- I will not look at, change, copy or delete other people's files.
- I will not download files without my teacher's permission.
- I will only e-mail people I know, or my teacher has approved.
- I will write messages carefully and politely.
- I will ask permission to open any email or attachment from someone I do not know.
- I will not send anonymous messages or chain letters.
- I will not use chat rooms.
- I will not arrange meetings with strangers I have met on the Internet.
- I will not give out any details about myself, the School, my teachers, any of my friends or my friends' families
- I will use the Internet safely and only use sites recommended by my teacher.
- I will tell my teacher or another adult about any unpleasant material or messages sent to me.

The school maintains the right to check your computer files, monitor Internet sites visited and emails sent and received. Sometimes it may be necessary to delete things from the network without asking you. If you do not keep to this Code of Practice you may not be able to use the school's ICT equipment and resources and there may be further disciplinary action.

Please complete and return this form to James Clarke via Form Tutors.

#### **Student**

I have read the Responsible Use Code of Practice for the network and Internet. I agree to use Frensham Heights' ICT facilities in a responsible way and to comply with all the rules set out in this Code of Practice.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_



**Parent/Guardian**

I have read the Responsible Use Code of Practice for the network and Internet. As the parent/legal guardian of the student signing above, I agree that

\_\_\_\_\_ (name of student) may use the network resources, email and internet as part of his/her education at Frensham Heights and I agree that

\_\_\_\_\_ (name of student) must abide by the rules set out in this Code of Practice. I will indemnify the School in full if \_\_\_\_\_ (name of student) causes any loss or damage to Frensham Heights by using network resources, email and the internet in breach of this Code of Practice.

Parent/Guardian's signature \_\_\_\_\_

Date \_\_\_\_\_

Student's full name \_\_\_\_\_

Form \_\_\_\_\_

Home telephone \_\_\_\_\_

Home email \_\_\_\_\_

## Appendix C

### Frensham Code of Conduct



# Frensham Code of Conduct

## Mobile Phones / Technology – Staff and Students

**During lessons:**

*Tech should never be a distraction – it should be useful and purposeful.*

- **Mobile devices should be on silent in your bag** as default (or on the desk face down if you don't have your bag)
- **Mobile devices can be used if instructed or allowed by the teacher to:**
  - **Access O365**
  - **Research lesson content**
  - **Create media**
  - **Listening to music during extended tasks**

*Volume should be so that you can still hear the teacher – and no one can hear your music. No faffing with playlists or sharing headphones etc*

- **No social media or messaging**

If you don't have a mobile device, then your teacher will ensure you have the resources you need to access at home (via Teams) or if essential for that lesson – by borrowing an iPad.

**Outside of lessons:**

**Our no phone zones:**

- **Library** (music and work only) • **Theatre** (unless requested by teacher)
- **Dining hall** (unless on your own) • **Toilets and changing rooms**

Look where you are going and be aware of using your phone whilst moving around the campus, whether you are inside or outside – students wanted parents and staff to be aware of this as well!  
We will be providing mobile phone cabinets in areas of the school for you to lock, charge and store your mobile phones.

**In the boarding houses:**

**HH** – All tech should be handed in at night at sign in. Mobile phones are not to be used during prep - computers are available if needed.

**MH** – Students are allowed tech, however the wifi goes off at 10.30pm. This is because we feel working beyond this time is counterproductive. Students are given locked storage where phones are charged overnight.

**RH** – Students are allowed tech, however the wifi goes off at 11.30pm. This is because we feel working beyond this time is counterproductive. Students are given locked storage where phones can be charged overnight.

**General:**

- **We will not take photos or video of each other without consent.**
- **We will T.H.I.N.K when posting, sharing and communicating with and about each other.**

**Consequences:**

If you misuse your mobile device, the teacher may take your phone from you and hand it to the Head of School or Assistant Head of School (or Deputy Head) for you to collect at a later time - normally at the next break or at the end of the day.

If you break a school rule or the acceptable Use Policy, then other sanctions may apply.