



ACCEPTABLE USE POLICY – PUPILS

The College provides a computing network which allows a range of devices to connect. This policy sets out the way in which devices should be used and includes guidelines for the safe and responsible use of the network and the internet and identifies those activities which constitute an abuse of our ICT facilities.

The College monitors the use of its computer system including College e-mail accounts, network server storage and cloud storage as well as internet access. The College has the right to deny access to its computer system if this policy is not adhered to.

For the purposes of this policy:

- references to the College's computer system includes any electronic device, equipment, facility, programme, resource or system provided by Dulwich College for pupils and/or staff to use.
- electronic computing equipment will be referred to as "devices" and includes laptops, PCs, tablets, notepads, iPads, iPods, mobile phones and digital cameras.

A General Rules

The general rules below apply:

- when pupils are using devices (whether at the College or elsewhere) that have been provided or made available to them by the College; and
- when pupils are using their own devices at the College.

Pupils should:

- a) only access authorised areas of the College network;
- b) not log on to another user's account;
- c) follow the College's Code of Conduct by not sending or posting electronic communications (including on social networking sites, blogs, Twitter, Facebook etc.) which are offensive, bullying, defamatory or bring the College into disrepute;
- d) only store and access appropriate and legal material;
- e) not try to circumvent the College's filtering systems (e.g. by use of VPN proxy services);
- f) not attempt to spread viruses;
- g) not run any hacking, encryption or other system tools;

- h) only engage in lawful activities when using the College's computer network or facilities.

Pupils should not:

- i) upload or download pirated software, music or videos;
- ii) breach another person's copyright or other intellectual property rights;
- iii) disclose to a third party the personal details of any other member of the College community, without their consent;
- iv) attach any servers to the College network or share local drives, folders or files across the network.

Pupils must remember that they are responsible for all data that exists in their file storage areas (including cloud storage), emails and on personal devices. Computer Services have access to this data.

Boarders should read the Guidelines for Boarders in **the Appendix** to this Policy.

B Use of College Devices

The College provides devices which are primarily available for educational use during lessons. In addition to the rules in Section A, pupils should not:

- a) physically tamper with College equipment e.g. disconnect equipment from the network, remove the mouse/keyboard/monitor etc. or attempt to repair equipment;
- b) upload, download, install or attempt to run any software that has not been approved by Computer Services;
- c) alter the settings of the College equipment or make other changes which render the equipment unusable by others;
- d) purchase goods or services over the internet using the College's computer network or facilities.

C Use of pupils' own devices

Pupils should:

- a) only attach their own personal devices by using wireless networking or specially provided network ports (e.g. the network points in the Boarding Houses);
- b) ensure that their devices are properly protected from viruses;

- c) not run file sharing devices (e.g. personal servers) on the College network;
- d) not plug devices directly into any network switch, hub or router;
- e) not detach from the network any equipment to make way for a personal device;
- f) ensure that they have a licence for all software installed on their devices;
- g) only use their device during a lesson with the teacher's permission.

D Internet Safety

The College's access to the internet has a filtered service. Internet sites that pupils visit or attempt to visit are logged and reviewed on a weekly basis by the Director of ICT to identify patterns of access which cause alarm. The Deputy Master Pastoral is notified when there are cases which need further investigation.

When using the internet pupils should:

- a) only access appropriate sites;
- b) immediately tell an adult if they see or read anything they are uncomfortable with;
- c) never give out personal information about themselves or others (including passwords);
- d) never arrange to meet anyone they don't know;
- e) never open e-mails sent by someone they don't know;
- f) only access or share other people's files or pictures with their permission; and
- g) not download copyrighted materials which have not been paid for (including music and videos).

E Mobile Phones

The following rules apply in relation to the use of mobile phones:

- a) In the Junior School, all mobile phones should be left in the mobile phone box at the start of the school day and should be collected at the end of the school day.
- b) In the Lower School, mobile phones should be kept in lockers throughout the school day.
- c) In the Middle and Upper Schools mobile phones should not be used whilst "in transit" or in the dining hall.

- d) Mobile phones may be used in a lesson if permission is given by the teacher.
- e) Unless under the supervision of a teacher pupils should not take picture or videos using their mobile device on the College Campus. When pictures or videos are taken they should only be used for educational purpose and not shared across public social media.

F Disciplinary Action

This Policy is an extension to the College Rules. Breach of this policy may result in disciplinary action.

Appendix – Use of ICT facilities by boarders

We take the importance of responsible use of technology in the boarding houses seriously. The boarding houses are Wi-Fi enabled and each study room has an Ethernet connection to allow laptops and PCs to be connected to the College network. Boys are allowed mobile devices in their rooms which can connect to the internet. Printing facilities are also made available to the boys.

We expect boys to comply with the following guidelines with respect to the use of electronic equipment:

1. The College's ICT Acceptable Use Policy must be observed.
2. In accordance with the Copyrights Design and Patents Act (1988) all software installed must be legally licensed for use on that machine and all data (music, videos etc) must be legally acquired.
3. Boys are expected to protect their machine from viruses and malware and have in place proper procedures for the backup of files which are not on the College system.
4. No offensive or unsuitable material may be stored, downloaded or viewed on electronic devices.
5. The College does not accept responsibility for the security of boys' equipment and parents should ensure that they have made satisfactory insurance arrangements.
6. Maintenance or repairs are entirely the responsibility of the parents and adequate provision for technical support should be made.
7. Boys who have internet enabled devices must use them safely and within the guidelines stated in this Appendix and the College's Acceptable Use Policy.
8. The College reserves the right to ensure that these guidelines are being complied with, including by carrying out a physical inspection of equipment and examination of the contents of the hard disk and other storage media, including retrieving internet logs.

9. Machines connected to the College network access the Internet through a firewall and content is filtered. No attempt should be made to bypass this filter (e.g. by using a VPN proxy server). Requests for blocked sites to be made available should be directed in the first instance to Housemasters.
10. Boys are expected to stop using all forms of electronic equipment when it is time for 'lights out'. Access to the internet, via the College network, is switched off at midnight during the week.
11. Any suspicious behaviour the boys encounter on any electronic device must be reported to their Housemaster immediately.

We encourage boys to use mobile devices responsibly and aim to do so through a policy of education. Using machines for non-academic purposes must not interfere with the routine of the House, most importantly 'lights out'.

Housemasters are conscious of their duty of care towards the boys with regard to adequate sleep, and excessive use of mobile devices can be a cause for concern. Housemasters will exercise their duty of care when necessary in this regard.