ICT Acceptable Use Policy

Scope of this policy:

Who: whoever uses ICT at Harrogate Grammar School (students, parents, visitors and staff)

What: any ICT related item, from iPads and computers to use of web applications including the learning platform

Why: to keep our use of technology safe for all of us to enable help with learning

Where: both in school and out of school this policy applies to whenever anyone uses ICT related equipment or services

Allowed: ICT is provided by Harrogate Grammar School for educational purposes only. You are responsible for your use of ICT as you are for any other personal behaviour. This includes your password and you must keep this private. You should respect the work of others and not copy published material without permission. Use of internet resources must be appropriate for educational purposes

The specific use of iPads is also covered by the policy signed upon collection of the device called the iPad Learning Agreement

Any iPad used in school must be registered to the school's Mobile Device Management software.

Generative artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini. Harrogate Grammar School recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils may use AI tools:
- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in Computing lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Pupils may not use AI tools:
- During assessments, including internal and external assessments and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

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Our Privacy Notice can be found on: https://www.harrogategrammar.co.uk/our-school/our-policies/statutory-documentation/

Harrogate Grammar School considers any unattributed use of AI-generated text or imagery to be plagiarism, and will follow our plagiarism procedures as set out in HGS Non Examination Assessment Policy and HGS Malpractice Policy.

VPN's:	Virtual Private Network's must not be used in school
Hacking:	accessing unauthorised devices and areas of the network, even if you do this without meaning to cause a problem
Viruses:	intentional distribution of viruses causes serious damage to network resources and is illegal
Offensive material:	the creation, publication, sharing (including by email) or viewing of anything considered to be offensive, explicit or abusive, to either an individual or group will not be tolerated
Disruptive actions:	unauthorised social networking (like Facebook), spam email, wasting of staff time by interfering with equipment, wasting network resources through unauthorised streaming video or unauthorised downloading and storing of large files, causing distress by cyberbullying

Consequences:

Access to ICT services is provided to users who agree to act in a considerate and responsible manner. Loss of this privilege is a natural consequence of abuse. Failure to follow this Acceptable Use Policy will result in the current school sanctions to be applied at an appropriate level, as decided by Year Managers, or any member of the Senior Leadership Team

Examples include, but are not limited to:
- Warnings: inappropriate internet browsing or use of email,
- Negative Comment: playing games, downloading large files.
- Isolation: sending spam, creating offensive material, jailbreaking iPads
- Parental contact: use of a VPN.
- Fixed-term exclusion: hacking / accessing unauthorised areas, damaging hardware.

By using the ICT provision at Harrogate Grammar School you have agreed that you understand and will abide with this Acceptable Use Policy.

Name (Student) ……………………………………………………

Signature (Student) …………………………………………………..

Date …………………………………………………………………