stephen perse
foundation

Technology Acceptable Use Policy - Sixth Form

This policy applies to students at the Stephen Perse Sixth Form and SPF International (collectively referred to as the 'Sixth Form' for the purposes of this policy).

Here at the Stephen Perse Foundation (the Foundation) we recognise the enormous learning potential provided through technology use. We see this as an essential part of the learning and development of our students, preparing them for adult life. We realise that whilst there are some incredible tools and learning opportunities online, there are certain rules that must be in place to ensure safe usage. We encourage discovery of a variety of views online in order to form a balanced opinion, but within our overriding ethos of tolerance and respect in line with fundamental British values. We will always do our best to try and prevent access to inappropriate, offensive and adult material whilst in the Sixth Form but recognise this is not always possible as no technical solutions are perfect. Therefore the Sixth Form cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using technology. We believe it is vital to equip our students with the skills and understanding to be smart and stay safe with their decisions and choices online. Students are encouraged to report to a member of staff if they come across any inappropriate material whilst at the Sixth Form, or if they have any safeguarding concerns about themselves or others. Student web access is generally not filtered outside of the Sixth Form unless they are at one of our Boarding Houses. If parents/guardians have any concerns about this please contact the Sixth Form and we can advise. Boarding Houses have enforced curfews for internet access at certain times.

This policy intends to encourage students to use IT safely and responsibly and it is illustrative rather than exhaustive. In general, appropriate behaviour doesn't change through the addition of technology; where things go wrong technology is invariably the medium rather than the underlying issue. In particular, by agreeing to this policy you are required to:

- Use the Sixth Form IT equipment, network and internet access in relation to your areas of study or interest in line with the values of the Stephen Perse Foundation.
- Be aware that anything you post, access or search online or on the Sixth Form's IT network and devices is filtered in line with Government advice, and is traceable and may be monitored and/or logged. This information could then be made available on request to members of staff or even the police if your activity is illegal.
- Respect laws, copyright, personal and privacy rights, age restrictions and intellectual property rights.
- Respect the privacy of others, and in particular not to take or disseminate photos or videos of others without the express permission of a member of staff.
- Ensure that your use of IT and online activity both in and out of the Sixth Form does not bring the Foundation into disrepute. You must not post or disseminate anything offensive or defamatory, and your activity must be compliant with the Sixth Form rules and the Foundation's Anti-Bullying policy.
- Recognise that any attempt at hacking, logging in with someone else's account, circumnavigation of security or web filtering, tampering, compromisation of performance or unauthorised access to the Sixth Form's IT network, its devices or accounts is strictly forbidden. Access to the Sixth Form's wifi should be via the "SPF" network only.
- Never give out personal or location information about yourself or others without first discussing with a parent or guardian. If you are asked to input an address or contact number please use the Foundation details which are as follows: *The Stephen Perse Foundation, Union Road, Cambridge CB2 1HF - Telephone: 01223 454700.*
- Protect your accounts and devices with a password only you know that complies with our password policy (see further down). If you have lost a device with access to Sixth Form accounts on, report it to the Sixth Form immediately. Never leave yourself logged into any device, application or browser unattended.
- Two-factor authentication must be enabled on your Sixth Form Google account, and wherever possible in other systems to protect personal data.

- Ensure that you regularly backup your work to Google Drive. Files stored elsewhere have no recovery facility if lost. You must only ever be logged into your Sixth Form iPad with a Sixth Form issued managed AppleID (ends *@appleid@stephenperse.com*). Ensure iCloud backup is turned on for your iPad for any important data. The Foundation cannot be held responsible for loss of data stored on SPF systems.
- Ensure any device issued to you or personal device on the Sixth Form's IT network has the latest critical security patches installed. Personal devices should have up to date antivirus software where appropriate.
- The Foundation email and messaging accounts should only be used for legitimate Sixth Form related purposes. Contact with staff and students should always be through your Foundation accounts and personal accounts may not be used during lessons. However, we recognise there may be exceptional circumstances where this is not possible due to regional restrictions, if that is the case please make the Sixth Form aware first.

Disclaimer: Although students may be trusted by their parent(s) or guardian with regard to private internet use, the Foundation has a legal obligation to safeguard the students in our care. Professional judgement will be used by the Sixth Form if it is felt that activity taking place outside of the Sixth Form's IT network and devices has an impact on the student's safety or wellbeing - or that of other students or staff - in these incidents we may take disciplinary action or report it to the appropriate authorities. In all disputes the Head will be the final arbiter.

Sixth Form Issued Equipment

All Sixth Form students are issued an iPad, protective case, charger, charging lead, access card and lanyard when they join. It is the responsibility of the student to keep these items safe. For this reason - regardless of fault - the parent(s) or guardian of the student are responsible for charges if damaged or lost. We know this can be a cause of concern, but the Foundation heavily subsidises the cost of repairs in a way we believe is fair and consistent. In some cases however, where it is clear another student is at direct fault for the damage, we will ask the parent(s) or guardian of that student to pay. In all cases, the final decision will be with the Head. Any loss or damage of any Sixth Form allocated equipment, including access cards, must be reported immediately.

Any damages to iPads must be reported to the IT Department straight away. They will handle any repairs and issue a replacement device once a damage form has been completed. This form is obtained when the damaged iPad is handed in. We do not encourage you to arrange your own repairs; only repairs completed by Apple are valid for our warranty.

Charges for damage or replacements

Access card
1st loss in an academic year: No charge
2nd loss in an academic year: £5
3rd and subsequent losses in an academic year: £10
Lost lanyard: No charge

iPad accessories
Case replacement if graffitied or damaged: £20
iPad charger if lost or damaged: £10*
iPad charging lead if lost or damaged: £10*
Note. If you choose to replace the iPad charger and charging lead yourself you must replace them with authentic Apple products.

iPad
Grade A - £75: Screen damage (cracks, shattered glass etc).
Grade B - £150: Damage to the iPad that is beyond a screen replacement. Examples include a bent device, damage to internal components, any damage or actions that would void the iPad warranty etc.
Grade C – full cost of replacement: Loss of device, deliberate damage to the device or failure to return

the device when requested.

In the event of repeated damage to the iPads which indicates a lack of appropriate care is being taken, then repairs would be treated as 'Grade C', and the full costs of replacement or repair would be passed on to parent(s) or guardians.

In the event of the iPad being forcibly taken by attack, assault or mugging we encourage you to give up the iPad; your safety is much more important. Please inform the Police and obtain a crime reference number. With a crime reference number there would be no fee payable, without this number you may be charged the 'Grade C' rate. Please let us know as soon as possible so we can put the iPad in lost mode in order for it to be locked down and tracked.

All charges will be collected through our Finance Department. Any equipment provided by the Sixth Form remains at all times the property of the Foundation and is to be returned on or prior to the last day of your enrollment at the Sixth Form.

All Sixth Form equipment should be returned in good working order with no damage at the end of your use of the equipment, or on leaving the Foundation.

Students' Personal Electronic Devices

It is recognised that personal electronic devices, such as mobile phones, are necessary in certain circumstances, e.g. for students with long or awkward journeys who need to contact parents en-route. However, the Foundation cannot take responsibility for loss or damage to students' personal electronic devices. They should not be left visible or unprotected in the Sixth Form , for example on bag racks or in desks. Emergency messages from parents for students should be sent to Reception and/or the Office who will pass these on.

Parents are encouraged to ensure that suitable filtering systems are activated on mobile technology used by their child(ren). Students are discouraged from using personal electronic devices to gain access to the internet in the Sixth Form. If a personal mobile device contains access to Foundation data, such as the Sixth Form email, it must be protected by a password or fingerprint.

The Foundation requests mobile phone contact details from each student as part of our emergency communications plan such as may be used in the event of sudden closure of the Foundation during inclement weather. Mobile phones should be silenced and should not be used during lessons, tutorials, assemblies or any like gathering unless with the teacher's permission. Mobile technology must not cause disruption to others when they are used in the public places in the Foundation e.g. Dining Areas or Library. If a mobile phone rings or receives a communication during a lesson or activity a warning will be given. In the case of a student continuing to ignore such warnings, the phone will be confiscated for the remainder of that day at the Sixth Form and held in Reception.

Students must seek the permission of a member of staff before taking and using their electronic devices to take photographs or make recordings on Foundation premises, or on Sixth Form activities or trips.

Students electronic devices may be searched in accordance with the Behaviour and Discipline Policy and as set out in the Department for Education document 'Searching, screening and confiscation' (2014, reviewed 2018).

Password Policy

We have set our password policy in line with advice from NIST (National Institute of Standards and Technology), this applies to any Sixth Form login account you have (eg. Apple ID, your main computer and Google login). You may find that if you try and set a password that is not NIST compliant it will not let you. The list of compliant passwords changes all the time and will depend on if they have been involved in a known leak or hack so you may have to try a few different ones. Please follow the guidelines below to find one that works:

- Minimum 12 characters.
- Does not need to be complex (ie. a combination of upper- and lowercase letters/numbers/special characters).
- We recommend at least 3 random words together (eg. lexiconcontainerelephant).
- Do not use words that are linked with you or could be guessed (password, qwerty, names, favourite teams or artists etc).
- Do not use currency symbols.

Passwords will not expire very often. If you suspect someone knows your password, change it immediately.

This policy also applies to iPad passcodes. We recommend you set up touch ID so you only have to re-enter the password when you restart the iPad.

This policy acts as an extension of the general Sixth Form rules. Breaches of this policy may result in disciplinary sanctions, in line with the Foundation's Behaviour and Discipline policy, and in serious cases may lead to suspension or exclusion.

Please also refer to:
- Anti-Bullying Policy - Foundation
- Behaviour and Discipline Policy - Foundation
- The Sixth Form Code of Conduct and Rules
- Online Safety Policy - Foundation
- Safeguarding and Child Protection Policy - Foundation

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Version Control

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Policy owner	Director of IT
Authorised by	Vice Principal