



The Royal High School

Information and Communication Technology in school

Responsible Use by Pupils

All pupils have access to the services provided by the City of Edinburgh Education Computer Network. This includes personal file storage, printing, internal and external electronic mail, and the Internet. The Internet provides access to an unlimited amount of information and a vast range of material from all over the world. The educational value of this resource cannot be overestimated. All access is a privilege and not a right. The school will endeavour to prevent unacceptable material being seen by pupils, through the use of filtering programs and by other means, but cannot guarantee that this will never happen.

However, before anyone can begin to use this facility and other ICT resources in school, they must sign the **Responsible Use Contract**. The signature of a parent or carer is also required.

1. Network activity (please note that “network activity” includes the use of social media and email) involving any of the following is strictly prohibited:
 - Copyright or trade secret material
 - Engaging in criminal activity in any way.
 - Obscene or offensive material
 - Subversive or threatening material
 - Unauthorised commercial advertising or political activity
 - Services or access for which a fee is chargeable to the school
 - Computer virus or any malicious software
 - Unauthorised downloading of software
 - **Using the “Shared with Everyone” folder in Microsoft Office 365 or sharing any document or folder with “Everyone”.**
2. Learners must comply with the general “Netiquette” rules of the Internet community. These include, but are not restricted to, the following:
 - Be polite
 - Use appropriate language; do not swear or use vulgar language
 - Do not harass or disrupt other users
 - Do not reveal the home address or telephone number of anyone (including yourself)

In particular, any online activity, including the use of email or social media, which is abusive or threatening to another individual or group of individuals, or could be perceived as “cyberbullying,” will be treated as a serious offence.

3. Learners must not intentionally violate any network security or interfere with system performance in any way. Learners must not attempt to access another user’s files and must never pretend to be another user by attempting to find and use their password, or by any other means. **Passwords must not be shared with anyone (except a parent). Do not allow another person to use your account.**

4. Portable Devices

- Increasingly, learners use portable devices in school. Such devices may have been provided by the school; others may be the personal property of learners. The rules outlined above apply to all devices used in school, whether they are school property or personal property.
- The rules pertaining to responsible use of ICT and online activity apply to all school trips and residential excursions.

5. Mobile Phones

- Mobile phone are not permitted to be used in school except during lunch and breaktime. Pupils found to have their phones out in the corridor will be asked not to bring them to school at all.

6. Filming, photographing and recording

- Pupils must not film, photograph or record anyone in school without their explicit permission; film footage, photographs and audio recordings must not be uploaded to the internet without the clear permission of the Headteacher.

The school retains the right to monitor and log electronically any or all use of the School network and the Internet. Unacceptable use of the network resources could result in the immediate cancellation of privileges and removal of network access, either temporarily or permanently. Such decisions by the school are final.

Pupil Agreement

I agree to abide by the RHS ICT Responsible Use Contract
Please complete the agreement on-line at: [Pupil Agreement](#)

Parent/carer Agreement

I agree to my child abiding by the RHS ICT Responsible Use Contract
Please complete the agreement on-line at: [Parent or Carer Agreement](#)