



# ICT Department – Acceptable Use Policy for personal mobile devices brought into school

This document is about ensuring that you, as a student at Lutterworth High School, can use the internet, email and other technologies available at the school in a safe and secure way. This also seeks to ensure that you are not knowingly subject to identity theft, that you avoid cyber-bullying and just as importantly, you do not become a victim of abuse. We have banned certain proxy sites as well as anonymous proxy sites, because they put you and the School’s network at risk. Help us, to help you, keep safe.

- You must have a robust and appropriate cover to protect the mobile device as the school cannot take responsibility for the mobile device in or out of school.
- The mobile device must not be used at any time during school without a teacher’s supervision. You should not leave your mobile device on view or unattended at any time.
- Please ensure that the mobile device is locked with a passcode. This is good practice and further security for your mobile device.
- You should not reveal your passwords to another user or try to gain access to any other user’s area.
- You should not communicate (using any platform) that is likely to cause any offence to either the addressee (recipient) or another person.
- You should not attempt to use the Internet to access unsuitable information.
- You should not attempt to use the Internet for accessing public bulletin boards, newsgroups or chat services.
- Copyright and intellectual property rights should be respected at all times.
- You should not use the Internet for any commercial purposes such as buying goods or obtaining services.
- You should not misrepresent yourselves or another person or bring the name of Lutterworth High School into disrepute through using the mobile device.
- You should not use the mobile device for commercial gain, gambling, political or advertising purposes.
- Anonymous messages and chain letters/messages should not be sent or forwarded.
- Email should be written carefully and politely. Email messages are best regarded as public property.
- You should inform a member of staff immediately if you receive any email with which you feel uncomfortable or unhappy.
- You should never make contributions to a blog, tweet, social networking site or any other online forum that is sponsored, initiated or otherwise promoted by the school which could lead to the breakdown of relationships or damage to the reputation of the School and its staff.
- Removal of any documents/files stored on the mobile device is the responsibility of the user.
- If you wish to download Apps with a cost implication you cannot expect reimbursement for the cost from the school.

I agree to abide by the above conditions.

Student’s name: .....

Tutor Group: .....

Student’s signature: .....

Date: .....

**Please return all form to LHS by Monday 4<sup>th</sup> July either via the post or by dropping it in the school mailbox near Main Reception.**

**Headteacher: Julian Kirby LL.B M.Ed**

Deputy Headteacher: Amy Hunter. Assistant Headteachers: Aaron Mehta, Richard Salter, Natalie Tebbatt.

T. 01455 552710 E. [admin@lutterworthhigh.co.uk](mailto:admin@lutterworthhigh.co.uk) W. [www.lutterworthhigh.co.uk](http://www.lutterworthhigh.co.uk).

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Registered Office: Woodway Road . Lutterworth . Leicestershire . LE17 4QH

