COMPUTING ACCEPTABLE USE POLICY (PUPILS)

TURNERS HILL CE PRIMARY SCHOOL

THIS POLICY WAS ADOPTED FEBRUARY 2015

THE POLICY IS TO BE REVIEWED IN FEBRUARY 2018

Computing Acceptable Use Policy (Staff & Pupils)

Aims of the Policy

The school has a duty to provide children and staff with quality internet access as part of their learning experience. The purpose of computing in school is to aid raising educational standards, to promote pupil achievement and to support the professional work of staff.

The policy is designed to outline the acceptable use of computers including the use of the internet and e-mail. It is a dynamic document in that it will respond to the ever-changing computing environment at the school, as we attempt to stay up to date with computing advancements to support the National Curriculum. It will therefore be added to and amended as applicable. It is the schools aim to highlight the 'personal responsibility' of the computer user, whether it is for drafting class work on a word processor or using the internet or preparing lessons.

Objectives of the Policy

- Allow staff and pupils the chance to access computer equipment, the internet and email, for educational purposes.
- Set guidelines for acceptable use of the equipment, hardware and software, so staff and pupils are aware of what is acceptable and not acceptable.
- Protect pupils and staff from undesirable information, particularly on the World Wide Web (WWW).
- Provide rules which are consistent, and in agreement with the Data Protection Act and West Sussex County Council.

Expectations of the ICT User

The following guidelines set the school's expectations for the acceptable use of equipment and use of computers generally around the school by staff and pupils. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn. We have also created 'The School Rules' which, have been designed with the children in mind, for them to understand quickly and easily what is and is not acceptable. Staff must sign the 'Staff Acceptable Use Policy' form prior to having access to computing resources.

Passwords – Passwords are the responsibility of the user and in no circumstances should they be disclosed in any way. Therefore if a username and password has been used, it will be assumed to have been used by the owner, and therefore any consequences will devolve upon that owner. If you suspect somebody knows your password then contact the ICT Technician (Tim Fox) as soon as possible.

User Areas – User areas are the responsibility of the user. File space is given to users based on the requirements of the work they are doing.

Network Etiquette and Privacy

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite – never send or encourage others to send abusive messages.
- Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users files or folders.
- Password – do not reveal your password to anyone. If you think someone has learned your password then contact ICT Technician (Mr Fox).
- Users finding machines logged on under other users username should log off the machine whether they intend to use it or not.

Hacking - Hacking into or attempting to corrupt the network settings, software or hardware will not be tolerated. Any attempts to do so will be picked up through regular network checks and will be dealt with by a member of the Senior Leadership Team.

Computer Damage - Any incident of damage to computers (hardware & software) needs to be reported to a Senior member of staff immediately; this will then be followed up accordingly.

Use of the Internet and e-mail

The school uses a filtered, broadband internet service provider for e-mail and internet access. Pupils and staff will be allowed to use the internet to search for information and resources to meet their professional and learning objectives in school. Pupils and staff will need to be aware that there is no regulatory authority body for the internet, anyone, anywhere can publish materials. It is not censored for opinion, bias or validity of information. All members of staff must read the West Sussex Guidance for The Safer Use of the Internet by Staff working with Young People which can be obtained from the school office.

We are constantly updating and monitoring all activity on our site. Any inappropriate or offensive websites must be reported to the relevant classteacher and ICT Technician immediately. Although the Exa-networks filter removes the vast majority of offensive materials, staff should use their discretion to determine the suitability of the web content. Staff have the right to determine what they consider to be inappropriate and offensive. Under no circumstances should staff or pupils view, upload or download any material which is likely to be unsuitable for children or schools. This applies to any materials with violent, dangerous, racist or inappropriate sexual content.

No games are to be played on the network unless under direct supervision from a member of staff.

Do not download, use or upload any material that is under copyright. Always seek permission from the owner before using any material from the internet. If in doubt, or you cannot obtain permission, do not use the material.

Use of 'chat rooms' 'networking site' such as MSN, Facebook, twitter, myspace, google+ and bebo is forbidden.

Use of web based e-mail, such as hotmail or Excite Mail is forbidden in school

Internet use at school will be monitored regularly.

When applicable, police and/or local authorities may be involved. Early contact will be made to establish the legal position to discuss necessary strategies.

Staff and pupils may use school-based e-mail for school and personal use. The school reserves the right to block any e-mail services that are considered to be unsafe or inappropriate. All e-mails sent and received are considered the responsibility of the user.

Turners Hill Computing Rules

- The ICT network is available to all pupils
- All pupils must follow the computing rules
- Using the network is a privilege, not a right
- Pupils are expected to use the network for the agreed purposes only
- The network must be used in a responsible manner at all times

Remember

- Never damage or alter other people's work
- Never damage or interfere with ICT equipment
- Do not change or access computer settings
- Do not disrupt anyone else working on the computer
- Do not visit any unsuitable websites
- Do not join computer chat rooms
- Do not use Bebo, Facebook, twitter, myspace, google+ or MSN
- Report any unsuitable websites to a member of staff
- Do not plagiarise other peoples work
- When you are sending e-mails
- Do not use language that might upset anyone
- Always be polite – never send inappropriate messages
- Do not reveal any personal information about yourself i.e. home address, phone number etc.
- Your teacher is able to check your e-mail and any internet pages you have used and may stop you from using the computing equipment if you do not follow the rules.

These rules are there so that we can all be SAFE and ENJOY computing at Turners Hill CofE Primary School.

Turners Hill CofE Primary School

Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school computers and equipment.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Their teachers will show pupils how to use the computers.

	Computer Rules
1	I will only use polite language when using the computers.
2	I must not write anything that might: upset someone or give the school a bad name.
3	I know that my teacher will regularly check what I have done on the school computers
4	I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the computers before.
5	I must not tell anyone my name, where I live, or my telephone number - over the Internet
6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers left logged in by them.
8	If I think someone has learned my password then I will tell <my teacher>.
9	I must log off after I have finished with my computer.
10	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
11	I must not use the computers in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to a member of staff.
13	I will tell a member of staff straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a computer.
15	If I find something that I think I should not be able to see, I must tell <my teacher > straight away and not show it to other pupils.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.

Please complete the form below to acknowledge acceptance of the school's terms of use (computer rules).

Turners Hill CofE Primary School

Student User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules when using the school computers. I will use the network in a sensible way and follow all the rules explained by my teacher.

I agree to report anyone not using the computers sensibly to my teacher.

I also agree to tell my teacher or another member of staff if I see any websites that that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

Student Name: _____

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the computers may have their use stopped, more closely monitored or past use investigated.

Parent/Carers/Guardians Name: _____

Parent/Carers/Guardians Signature: _____

Date: __/__/_____