



Computer/Internet Acceptable Use Policy 2017/2018

Dear parents/guardians

The schools computer/internet acceptable use policy has been drawn up to protect all parties concerned.

Each pupil has access to the schools computer facilities for use in lesson times and also at break and lunchtimes. These facilities are provided for educational purposes and pupils may use these facilities outside lesson time to enable the completion of work, homework and research.

This is a public network and therefore it is subject to certain restrictions and terms as continued overleaf. These are designed to enable the smooth running of the network, and also cover some security issues, protecting our pupils as well as the schools computer resources.

If a pupil contravenes these rules it may mean that we have to deny them access to the network outside lesson time. However for serious or repeated violations total exclusion from computer facilities may be considered.

The school reserves the right to examine or delete any files that may be held on the network or to monitor any internet sites visited.

Please read the notes overleaf and sign to indicate your agreement. It is important that both parent/guardian and pupil signature are included.

If you have any concerns or comments regarding this agreement please do not hesitate to contact the school.

Home/School Agreement - Computer Rules

- Pupils must not disclose their passwords intended for the use of others. Any problems logging on should be brought to the attention of a member of staff.
- Pupils must not install, or attempt to install, programs of any type on a machine, or store programs on the computers, without permission.
- Pupils must not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
- Pupils using the network (including email) must do so in any way that does not harass, harm, offend or insult others.
- Pupils are expected to respect and not attempt to bypass security in place on the computer systems. Assessing, copying, deleting or otherwise altering other peoples work, or attempt to alter the settings of the computers would be considered unacceptable use of the equipment.

Internet Rules

- During class time pupils must access the internet only for study purposes or for school- authorised/supervised activities. If an inappropriate site is accidentally encountered then staff should be informed immediately. Deliberate access of unsuitable sites/materials will result in pupils' access being removed.
- Pupils are forbidden to use the internet for commercial purposes, e.g. gambling, advertising, buying or selling goods.
- Pupils are expected to respect the work and ownership rights (i.e. copyright) of other pupils, staff and people outside the school. Pupils must acknowledge their sources of information arising from internet research.
- Pupils must not engage in chat activities over the internet.
- Pupils must not post anonymous messages and the forwarding of chain letters is forbidden.
- Pupils must not give personal information such as their address or telephone number either over the internet or to someone whom they have had contact with via e-mail.

I understand and agree to use the school computer facilities in a responsible manner.

Signed: _____ Form: _____

(Pupil)

I have read and understand the above.

Signed: _____ Date: _____

(Parent/guardian)