



ST PETER'S SCHOOL

BOURNEMOUTH

ICT ACCEPTABLE USE POLICY

Written down so we'll know how to live well and right, to understand what life means and where it's going; A manual for living, for learning what's right and just and fair; To teach the inexperienced the ropes and give our young people a grasp on reality.

Proverbs 1(2-5)

We believe that students with a responsible and mature approach in their use of ICT are entitled to use the internet and online learning resources to help them further their studies.

St Peter's has a computer network that covers both sites and offers access for wireless devices and access from home. In order for students to have access to these resources, the internet and other associated technologies to support learning, students must agree to the following:

Acceptable Uses

- The network has been set up to allow network (including internet) access to learning tools. This includes software activities/packages, e-mail, research tools and communication/collaboration tools.
- Network users have a limit to their storage space and must take responsibility for the management of their accounts. Users need to respect their space limits and delete files when necessary.

- Material accessed, created or edited on the system is not guaranteed to be private. The network administrators may need to access material from time to time to make sure that the system is being used in an acceptable manner. Students need to be aware that the content of e-mails and other communications may be viewed by a third party.
- Network users are provided with user accounts and passwords. They must keep their passwords private. Accounts and/or passwords cannot be shared.

Unacceptable Uses

- The network may not be used to download, copy or store any software, shareware, freeware.
- The school's ICT facilities are for learning; it is therefore inappropriate to use them for playing games or aimless internet 'surfing' during lessons.
- The network should not be used for commercial purposes apart from school sanctioned ones (e.g. Young enterprise, charity etc.) Users should not buy or sell goods or services through the school network.
- The network may not be used for any activity, or for transmitting information, that would be considered breaking the law, or promotes illegal actions.
- Users may not use profane, obscene or derogatory language in their communication with others.
- Personal attacks or inappropriate postings will be seen as cyber bullying and treated accordingly. This will include use of ICT in and out of school to bully any member of our school community.
- Network users may not log on to another person's account or access their files through 'hacking'. This also includes the storing of files with extensions such as .exe, .bat .
- Users should not indulge in 'spamming' or 'flaming' others or use chain letters etc. using the school systems. (Sending unwanted e-mails or messages to groups of people).
- Users should not print directly from websites. Information should be copied/pasted into other appropriate software and the source acknowledged.
- The school filters are there for a reason; accessing sites that allow the user to get round school filters and monitoring software is not appropriate.

- Newsgroups, chat lines, bulletin boards, social network sites, discussion groups etc. not set up, administered or sanctioned by the school are inappropriate for school use.
- Users who connect storage devices do so at their own risk, however the storage device must not contain any material which the school does not permit.
- Users who bring their own device to connect to the school's wireless network do so at their own risk and the school accept no liability for the device.

At times there may be material or uses of the school's ICT facilities that cannot be accounted for in this policy. The school has the final say in what it deems to be acceptable and what it deems to be unacceptable.

Safety Guidelines for students

Your safety whilst online is very important to the school. We will help to educate about where and how you need to be careful in e-safety lessons in each key stage. Some simple tips to help you:

- Never give out your last name, address or telephone number.
- Never agree to meet someone offline that you have only met online.
- Notify an adult in the event of any inappropriate communication or if you come across anything that works against the Acceptable Use Policy or that you simply feel uncomfortable with.
- Treat your data (includes images) gently and take care of it, once it is given away it cannot be taken back.
- Access only those sites that the school has approved

I recognize that breaking parts of this acceptable use policy may lead to consequences depending on severity and repetition:

- Warning in class or via communication with home
- Temporary loss of computer privileges
- Increased and more active monitoring of your online behaviour
- Detention and/or suspension
- Permanent loss of internet or access to ICT on school sites

I have read and understand the guidelines above and realise that use of the school network and the internet is only possible on signing this form

Student's name

Student's
signature

Parent's/Carer's
signature

Updated: January 2016.

Draft Approved by Committee: 20 January 2016.

Ratified by Full Governing Body: 23 March 2016

Due for Review: January 2019 (subject to any changes in line with national guidance).