Cædmon School

Pupil

ICT ACCEPTABLE USE

POLICY

HISTORY OF DOCUMENT

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Signature of Headteacher: **Signature of Chair of Governors:**

Table of Contents

Pupil ICT Acceptable Use Policy

Conditions of ICT use

Pupils are responsible for good behaviour on the computer equipment just as they are in a classroom or a school corridor. General school rules apply.

Individual users of the equipment are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed. Remember that access to the schools computers and systems is a privilege, not a right and that access requires responsibility.

Acceptable Use

- Only software purchased by the school is allowed to be used on school premises. Pupils are not allowed to bring private software disks into school and, in particular, 'arcade' games software is banned. The policy is designed not only to ensure that the school is not in breach of copyright laws but also to reduce the risk of viruses being introduced into the school computer systems.

- Computer hacking of any description is strictly forbidden. Any pupil discovered to have altered or deleted any application software, or any part of the operating system will receive the severest sanctions.

- Pupils are supplied with their own personal network folder in school. This folder will be used to store all schoolwork or other ICT based information and data. If a pupil wishes to take work home to complete they can email a copy directly to home, copy it to a USB memory sticks or transfer via Moodle VLE. USB memory sticks may be purchased from the school shop. In addition pupils are encouraged to virus check any USB memory stick brought from home on a regular basis.

- Network storage areas and USB memory sticks will be treated like school lockers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

- Online teaching resources such as Moodle and MyMath are increasingly used in teaching in a modern world. It is not possible to provide a complete set of rules about what is and what is not, acceptable. However pupils should use these resources in a responsible manner that reflects the good ethos of Caedmon School.

  - Pupils must not create, send or post material that is likely to upset or offend other people or give Caedmon School a bad name.

  - Pupils will only use appropriate language. They should remember they are a member of Caedmon School in a public place.

  - Pupils will not use language that could stir up hatred against any ethnic, religious or other minority group

  - Pupils should not reveal personal information such as home address or telephone number, about themselves or others.

Sanctions

- Violation of the above rules will result in a temporary or permanent ban on unsupervised use of school computers

- Violation of the above rules will result in a temporary or permanent ban on Internet access on the school network.

- Violation of the rules outlined in 'Pupils access to the Internet' will result in a temporary or permanent ban on Internet access on the school network.

- Additional disciplinary action may be added in line with existing practice depending upon severity of misuse.

- When applicable, police or local authorities may be involved.

The top ten rules of computer use

1. Users are responsible for good behaviour on the network just as they are in the classroom. General school rules apply

2. Eating and drinking are not allowed in any ICT Suite. Near a computer they may cause serious damage and are strictly prohibited.

3. Running and unsafe behaviour of any kind is not allowed in any ICT Suite. Near a computer it may cause serious damage and is strictly prohibited.

4. If a "virus alert" occurs at any time please inform a member of the ICT staff immediately.

5. Do not use another person's password at any time. If you are doing shared work keep a copy of the work on a USB Memory Stick and transfer to your own folder at the earliest opportunity.

6. Do not tell anyone your password. If you think someone knows your password tell a member of the ICT staff immediately. Your password will then be changed for you.

7. Games must not be loaded, played or used on any computer in school unless for authorized teaching purposes.

8. Computer equipment must not be taken of the premises unless written permission is given by a teacher.

9. Always make sure that you have completely logged off the computer before leaving it unattended

10. Please leave the computer and its surroundings clean and tidy.

Pupil access to the Internet

Adopted:_____(date)

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

We at Cædmon School are concerned by the problems and issues that have been highlighted by the media regarding access to the Internet. Whilst some of the media interest is hype, there is real cause for concern and it is imperative that we consider issues carefully before allowing pupils access, supervised or unsupervised, to the internet.

Whilst every effort will be made to restrict access to inappropriate sites. It is our belief that there is no present or future technical solution that can completely guarantee the restriction of pupils to unwanted Internet material. We believe the only sensible course is to treat this as an issue for school and parental involvement. The development of a detailed school policy and practice, together with parent/school contracts in an "Acceptable Use Policy" is our preferred course of action.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. It is recognised by us however that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow access to individual pupils.

The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Outside of school, families bear responsibility for such guidance, as they must with information sources such as television, telephones, movies, radio and other potentially offensive media.

Pupils access to the Internet cont.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Knowingly accessing pornographic, racist, violent or other sites deemed inappropriate
3. Using obscene language electronically
4. Harassing, insulting or attacking others electronically
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Using other peoples passwords to log onto the school network
8. Trespassing in other peoples folders, work or files
9. Knowingly introducing computer virus to the school network

Letter to Parents

Caedmon school
Airy Hill
Whitby
North Yorkshire
YO21 1QA

Dear Parent,

Cædmon School presently has sophisticated and powerful ICT resources that would be the envy of many schools. But we are about to enter a new and exciting phase of ICT provision at Cædmon School with the introduction of a whole school network. This will require a considerable amount of investment in both staff time and school resources. For this reason we are updating the school ICT acceptable use policy and introducing a home/school contract to ensure the best possible use is made of the new resources.

An integral part of the school's ICT program will be to offer pupils supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the school network and Internet access, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely

Mr. T. Hewitt
Headteacher

Internet Permission Form

Please complete and return this form to the head teacher.

Pupil

As a user of the school network and Internet access, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature _____Date: ___/___/___

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that despite sophisticated 'Firewall' restrictions that there is no 100% safeguard against a determined and knowledgeable person accessing objectionable material. I will insist that my daughter or son must not try to access such information. I will support the school in any disciplinary measures that have to be taken regarding misuse of the computers or the Internet in school.

Parent Signature _____   Date ___/___/___

Name of Pupil _____   Date ___/___/___

Form class _____

Home Telephone _____