St. Andrew's School.
Policies and Procedures.

Information and Communications Technology
Acceptable-use Policy

Pupil guidelines for Internet-use

General

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, primarily, is provided for pupils to conduct research, access information / apps appropriate for their work and back-up their work. Parent's/carer's permission is required before a pupil is granted access. Access is a privilege not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed.

Computer storage areas (including any external storage media you bring to school) will be treated as school files and exercise books. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted within the school environment:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords or accounts.
7. 'Hacking' into others' folders, work or files for any reason.
8. Intentionally wasting limited resources, including printer ink and paper.
9. Use of Social Media sites such as Facebook.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on internet/computer use.
2. Your parents/carers will be informed.
3. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
4. When applicable, police or local authorities may be involved.
5. If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Pupils

- You must have your parent's/carer's permission before using the Internet.
- You must have a supervising teacher or member of staff with you at all times when using the Internet.
- Do not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Do not upload/send personal addresses, telephone/fax numbers or photographs of anyone (staff or pupils) at the school.
- Do not download, use or upload any material, which is copyright. Always seek permission from the owner before using any material from the internet. If in doubt do not use the material.
- Under no circumstances should you view, upload or download any material, which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context. If you are unsure ask the supervisor.
- Always respect the privacy of files of other users.
- Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything, which could be interpreted as libel.
- Ensure that you have followed the correct procedures for using the Internet.
- Report any incident which breaches these rules to the Computing Teacher, your Form teacher or the Principal

I have read through the policy with my parent/ guardian and agree to abide by the rules stated in the I.C.T. Acceptable Use Policy. I understand the consequences if I do not.

Pupil Name: …….. Form: ……..

Signed: …….. Date: ……

Parent/Guardian Signature: …… Date: ……

Mr J. Pitcher
Computing Leader
St. Andrew's School

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