

Woodbridge School
School Computers (Children)
Acceptable Use of the School Computer Network

Policy

This policy has been written to inform pupils, their parents and teachers of the acceptable ways information and communication technology may be used at Woodbridge School.

The purpose of this policy is to ensure that the School's technology resources are used only for purposes appropriate to the School. All users of technology must be aware that inappropriate use of these resources may be a violation of the law and against the best interests of the School community. This policy is continually subject to review as the availability of systems improves and become more plentiful across the School.

Procedure

Each pupil to whom equipment, e-mail and /or network accounts are assigned shall be responsible for proper use of the equipment and accounts at all times.

1. Woodbridge School e-mail accounts may be used for:
 - Teacher directed activities;
 - Transferring work between School and home;
 - Collaborating on School work.
2. Pupils shall access the system **only under their own user account**. It is the pupil's responsibility to make every attempt to keep their password private.
3. Downloading large files from the Internet uses a large amount of the School's bandwidth. Files may only be downloaded if a teacher has approved and if the file is for School use e.g; An Adobe Acrobat (pdf) file is acceptable while streaming video is not. Executable files (programs) may not be downloaded.
4. Downloading and/or storing music files (e.g. mp3, wma etc) is not permitted even if purchased by the pupil. The School will periodically sweep the network for such files and they will be removed without warning. Pupils needing to store music or video files for a legitimate purpose must apply in writing to the Head of Computing/ICT.

5. Printing can be expensive and ecologically unfriendly. Pupils should be selective and economical in what they print out.
6. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a School corridor. General School rules apply.
7. Pupils agree to the terms and conditions of use whenever they log in.

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.

Individual users of the Internet are responsible for their behaviour and communications over the network. Users are to comply with School standards and are to honour the agreements, terms and conditions they have acknowledged when they log in.

Computer storage areas and portable storage devices (e.g. USB flash storage, mp3 players, mobile telephones etc.) will be treated like school lockers. 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 disks will always be private.

During School time, teachers will guide pupils toward appropriate materials.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others (cyberbullying – see separate policy)
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing (or attempting to trespass) in others' folders, work or files
- Intentionally wasting limited resources
- Intentionally accessing offensive sites
- Using online chat rooms.
- Instant messaging applications are not to be used. It is as unacceptable to use IM in lessons as it is to send notes or send/receive text messages

Outside 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.

Summary

Don't forget that every time you log in to your School IT system account you agree to these terms and conditions:

- ❖ I may only use my own user account.
- ❖ I will keep my password secure and secret.
- ❖ I will not attempt to log in as any other user.
- ❖ I will not use a computer or any other form of electronic communication to bully, harass or inconvenience any other person and that serious action will be taken if I do.
- ❖ I will not plagiarise other people's work or break copyright law.
- ❖ I will not play games except as directed by a member of staff – and this permission will not be perpetual.
- ❖ I will only access the Internet when permission has been expressly given by a member of staff.
- ❖ I understand that I am responsible for all e-mails sent using my School e-mail account and promise not to reveal my password to anyone else.
- ❖ I will always be careful and polite with the e-mails I send.
- ❖ I understand that my School e-mail account is not private and will be checked from time to time by staff.
- ❖ I will use my e-mail account only for School-approved work.
- ❖ I will not include any personal contact details (phone number, address etc.) in e-mail messages.
- ❖ I understand that if I do not follow the guidance above I will be liable for sanctions set by the School. In extreme cases external agencies may be involved.

Author(s):	JAH
Date:	Jul 10, Nov 11
Review Frequency:	Annual
Review Date:	Nov 12

Checked by M R Streat 27/7/10