

ICT USAGE POLICY - Students

The school wants students to use the ICT facilities, including the Internet, in a safe and secure environment. We would like students to develop enquiring minds, have a good understanding of ICT and be aware of the dangers that exist. We expect all students to respect the facilities, students, staff and themselves.

This policy needs to be read along with the “e-Safety 10 top tips”.

(1) ICT RULES

(1a) General computer use

- Only log on using **your** user name. It is an offence to log on *or attempt to log on* using someone else’s user name
- You must not access or attempt to access other people’s work or files
- Use the computers with care.
- Do not move, attach or detach any equipment other than USB flash drives *unless* asked to by your teacher.
- You must not disrupt or attempt to disrupt the computers or network functioning correctly.
- You must not install programmes or alter any settings on the computers (unless instructed to by your teacher)
- You must not play games unless they have educational value (your teacher will decide)
- Copyright and intellectual property rights must be respected – do not use other people’s work as your own, including materials obtained from the Internet
- You must not assist others in breaking the rules
- You are not allowed to listen to music on a computer without a teacher’s permission.
- Keep printing to a minimum – don’t waste paper! You are allocated a number of pages to print per month – please keep within this limit.

(1b) Internet Use

- You must not access or attempt to access offensive materials
- You must not send or display offensive messages or pictures
- Users are responsible for e-mail they send and for contacts made
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- You must not use obscene language

- You must not harass, insult or attack others electronically. This includes the use of telephones, websites, sound, digital photography, and visual manipulation
- You must not give out your personal information on the Internet.
- You must not give out personal information about other students on the Internet.
- Anonymous messages and chain letters must not be sent
- The use of any chat rooms is not allowed with the exception of chat rooms hosted by the school
- You must follow all e-Safety advice. All students in year 7 will receive specific training on issues concerning “staying safe” and “cyber bullying”.

Please note: when you log on to the school network, your details are recorded along with the places you visit on the Internet.

(2) SANCTIONS

- Irresponsible use may result in the loss of Internet access
- Violations of the above rules will result in a temporary or permanent ban on computer use
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
- When applicable, parents, police or local authorities may be involved.



“E Safety 10 Top Tips” for Children and Young People

1. **Treat your password like your toothbrush – keep it to yourself**
2. **Only give your mobile number or personal website address to trusted friends**
3. **Tell your parent, carer or a teacher if something or someone makes you feel uncomfortable or worried**
4. **Save the evidence – learn how to keep records of offending text messages, pictures or online conversations**
5. **Don't retaliate or reply**
6. **Check your profile and make sure it doesn't include any personal information**
7. **Always respect others – be careful what you say online and what images you send**
8. **Think before you send – whatever you send can be made public very quickly and could stay online forever – do not become the bully**
9. **Look out for your friends – and do something if you think they are at risk**
10. **Block the bully – if you are being bullied through technology, report it to an adult**

FINALLY, if you have other questions, contact www.thinkuknow.com or <http://www.chatdanger.com> for further information

NAME: _____

FORM: _____

Dear Parent

As part of the school's ICT programme we offer students supervised access to the Internet. Please review the materials in this document and complete the acceptance form.

Access to the Internet will enable students to research and explore information from a wide range of sources and countries. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. However, the Local Authority approved Internet Service Provider operates site filtering software which attempts to screen out all the inappropriate materials on the Internet.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. 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 give permission for access.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, films, radio and other potentially offensive media.

We would be grateful if you could read the enclosed policy and then complete the permission form that follows.

Yours sincerely

Christopher Goodwin
Headteacher

Internet Parental Permission Form

Please complete and return this form to your ICT Teacher.

Student

As a school user of the Internet, 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.

Student Signature _____ Date: ___/___/___

Parent

As the parent or legal guardian of the student signing above, I grant permission/I refuse permission for my son to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and media.

Parent Signature _____ Date ___/___/___

In order to communicate more easily with parents the school would like to be able to email home and would be grateful if you would give your email address below.

Parents' Email _____@_____

Name of Student _____ Date ___/___/___

Form class _____

Reviewed May 2007

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Reviewed [July 2010](#)

If you have any questions or concerns with this document, please contact the school:

Telephone: 01482 881531

Email: office@beverleygrammar.co.uk

Further information and individual staff contact details can be found at:
<http://www.beverleygrammar.co.uk>

