Computer Use Internet and Email Policy

Approved date  October 2019
Review date  October 2020
Internet Access and email

The school has an Internet Connection allowing access to the World Wide Web on the computer network. This can be used to enhance learning in all subject areas. The use of the Internet is free and is available to all students for educational purposes at lunchtimes and after school (subject to demand) as well as within lessons.

Before making the Internet and email available to your child, we want to make you aware of potential problems which could occur.

The Internet is a huge resource, with more and more material being added every day. Unfortunately, some of this content is unsuitable for use by students. To control access we use an approved Filtering services, an approved filtering system for schools; we can also add our own pages to filter. However, with the size of the resource, and the amount of new material added each day, it is impossible to guarantee that students will not access inappropriate material. 6th Form Students have more relaxed filtering policy and are given access to YouTube and other suitable websites. We also employ an email filtering system to prevent as much inappropriate content reaching the students as possible.

The School undertakes to make all reasonable efforts to avoid this happening, but parents must be aware that there is a risk of access to such material.

The Filtering system also logs access requests which may be reviewed from time to time to ensure appropriate use of school resources.

Before giving your child access to the Internet on the School computers and a school email account, we require your permission. Please return the form below, signed by yourself and your child.

The school will make all reasonable efforts to prevent unsuitable material reaching students however there is a risk of such material getting to the students. Students are expected to report any such material immediately.

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I have read and understood the School’s Computer Resources Policy and the School’s undertakings regarding student access to the Internet. I agree to my child being given access to the Internet on the School’s computer network. I understand that my child will be given an email address which can be accessed from within school and outside.

Signed ____________________________________________ (parent/carer)

Student Details:

Name ________________________________________________

Date ________________________________________________
The Bishop Wand Church of England School

Computer Resources Policy
The School has provided a number of computers for use by students. They offer access to a vast amount of valuable information for use in studies, acting like an enormous extension to the school library, and will help students prepare for today's world.

The computers are provided and maintained for the benefit of all pupils. Students are encouraged to use and enjoy these resources and to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm their education and that of other students. To protect all in its care, the School must insist that students adhere to these rules for acceptable use of the equipment.

Computer Rules
- Everyone must follow the normal school rules at all times
- You are responsible for your own user area – Never give out your password. If you believe your password is known to someone else you must request it is changed by the Technical Services staff
- . if you give out your password and another student breaks the rules using your user area it will be assumed it was you
- Students do not enter an ICT room until they are told to do so by a member of staff
- Keyboards and mice should only be used on the desk
- Students must not load paper in to the printers or interfere with them in any way
- No food or drink in an ICT room
- Do not attempt to access files in any area of the network where you should not be accessing, copying, removing or otherwise altering other people's work. Or attempting to alter the settings of computers is not acceptable use of the equipment.
- Students may not interfere with any hardware or do anything that will cause damage to the hardware
- Students must not install, or attempt to install programs of any type on a machine, or store programs on the computers, without permission.
- Students must not damage, disable or otherwise harm the operation of computers, or intentionally waste any resources.
- Playing of internet games is not permitted unless authorised by a member of staff.
- Students are only permitted to use their own accounts to access the internet. Where secondary accounts are provided for exams, teaching staff are required to keep a record of the user of each account.

Internet Rules
- The student must access the Internet only for study purposes or for school-authorized activities.
- Students must not use the Internet to obtain, down-load, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Students are expected to respect the work and ownership rights of people outside the school as well as students and staff. This includes abiding by copyright laws.
- Students must not engage in chat activities over the Internet.
- Students will not give personal information such as their address or telephone number via the Internet.
- Playing of internet games is not permitted unless authorised by a member of staff.
- Students are only permitted to use their own accounts to access the internet. Where secondary accounts are provided for exams, teaching staff are required to keep a record of the user of each account.

Filtering Policy
The School will use an education approved service for Internet Filtering. Different levels of filtering are provided to KS3, KS4 6th Form and Staff users.
Generally the School will use the default filtering for the above groups provided by our filtering service provider. This system will block what is deemed to be inappropriate material, this may include gaming, email, chat and social media sites.

Staff and students are able to request filtering changes to the Technical Services Manager. In the event that the Technical Services Manager considers that a requested page should not be made available an appeal may be made to the Headteacher.

**Transferring Files**

The school discourages the use of USB storage devices due to the risk of loss or damage. Students should keep copies of all work on the School network.

Students can safely transfer files between home and School using their School One Drive account and or by using their School email to email files to themselves.

**Passwords**

Student passwords for all products will not be released to anyone other than the student themselves. Where Parent access is required to a product, they have their own password. Technical Services can gain access to student areas without the student password.

**E-Mail**

Email is provided as a privilege for students; using email for bullying or other abusive purposes, impersonating others or disrupting lessons by use of email when not authorized by the teacher, will result in the privilege being removed by the technical services manager. Individual student email accounts may be accessed by the technical services manager at any time if there is concern that a student may be misusing their account or if there is concern for the safety of the student or another student.

**Sanctions**

- Violations of these rules may result in either part or full withdrawal of access to ICT resources.
- Additional action may be taken by the School in line with existing practice regarding inappropriate behaviour. For serious violations, exclusion may be imposed.
- Where appropriate, police may be involved and the Child Protection Policy followed or other legal action taken.
- The process to take away internet and/or email will be a simple process and will not require senior staff/HOY involvement, Teachers and the technical services manager will impose such sanctions, actioned by Network staff. The classroom teacher or Tutor will contact parents.
- Spam messages and inappropriate messages will result in parents being contacted and a School Detention or other sanction in line with School behavior policies.
STUDENT VERSION  Computer User Responsibilities

PLEASE ENSURE YOU HAVE READ THE ASSOCIATED LETTER

- Wait quietly outside ICT rooms until the teacher is ready.
- Keep the ICT suites free from food and drink
- **You are responsible for your own user area** – Never give out your password. If you believe your password is known to someone else you must request it is changed by the Technical Services staff
- Use your own area and student shared areas only
- Leave settings and programmes on computers and other equipment as you find them
- Leave the computers, mice, keyboards and other equipment as you would like to find them
- Computers are for your School work; buying, selling and games are not allowed without permission
- Keep communication with other students positive. Bullying, harming, offending or insulting others will result in loss of computer privileges.
- Computers may only be started using operating systems approved by the Technical Services Manager

**Internet Rules**

- Internet is for work use unless a member of staff allows otherwise
- Students must not use materials which are unlawful, obscene or abusive. If you access material by mistake you are expected to report it.
- Do not copy others’ work, you might be breaking the law
- Online chat is not allowed
- You may only use the School email system. Other email systems are not permitted.
- Keep your details secret (passwords, address and telephone numbers)
- No internet games

**E-Mail**

- Never post offending messages or emails. Consider if you will be happy for you parents or a teacher to see your message or posting.
- Email facilities are a privilege. If you abuse it, your email account will be frozen without warning
- Only use email in School when your teacher gives permission
- Pretending to be someone else is not allowed
- Do not send spam
- Report any unsuitable material, any emails which upsets or scares you, or if someone you don’t know tries to arrange to meet you
I understand The Bishop Wand School’s computer user responsibilities and I agree to use the School computer facilities in a responsible manner in accordance with this policy. I realise that email and/or computer access may be taken away if I do not follow this agreement.

Signed ____________________________________________ (student)

Print Name ____________________________________________

Signed _______________________________________________ (parent/carer)

Print Name ____________________________________________