FOREMARKE HALL

REPTON PREPARATORY SCHOOL

ICT Network Acceptable Use Policy

Repton Preparatory School

Last reviewed: Summer 2018
Next review: Summer 2020

This policy should be read in conjunction with:

- Laptop Usage - Pupils
- School Behavioural Policy

Introduction: Purpose and Aims
It is important that children learn how to be safe when they are using new technologies. Whilst blocking and banning is part of our policy, we believe a more sustainable approach is required. We will equip the children with the skills and knowledge they need to use the Internet safely and responsibly, managing the risks wherever and whenever they go online; to promote safe and responsible behaviours in using technology both at school, in the home and beyond.

The computers are provided and maintained for the benefit of all children, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or around school. The Foremarke Code applies. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Implementation
Equipment
- Do not install, attempt to install or store programs of any type on the computers without permission.

- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.

- Do not open files brought in on removable media (such as floppy disks, CDs, USB drives etc.) until they have been checked with antivirus software, and been found to

- be free of viruses.

- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be free of viruses.

- Do not eat or drink near computer equipment.

Security and privacy
- Do not disclose your password to others, or use passwords intended for the use of others.

- Never tell anyone you meet on the Internet your home address, your telephone number, any details about Foremarke, or send them your picture.

- Do not use the computers in a way that harasses, harms, offends or insults others.

- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.

- Computer storage areas and floppy disks will be treated like school desks. Staff may review files and communications to ensure that users are using the system responsibly.

Internet
- The Internet should only be used for study or for school authorised/supervised activities.

- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.

- Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.

- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.

- Never arrange to meet anyone via the Internet. People you contact online are not always who they seem.

Email

- Be polite and appreciate that other users might have different views from your own.

- The use of strong language, swearing or aggressive behaviour is not allowed.

- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy information and software on the computers.

- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content.

- Always report such messages to a member of staff.

Enforcement

This document is to be read carefully by all parents and children. If any child violates these provisions, access to the Internet will be denied and disciplinary action may be taken in accordance with the school behavioural policy. Where appropriate, the police may be involved, or other legal action taken.