Frederick Bremer School

Acceptable User Policy – Pupils and Parents/Carers
(Computer facilities including use of the Internet)

Rationale

Network Facilities have tremendous potential for education but they need to be used appropriately.

As part of the school's Information and Communication Technology (ICT) programme we offer pupils supervised access to the Internet. Access to the Internet will enable pupils to explore thousands of libraries, and databases. In spite of the tremendous potential for good that is available, you should be advised that some material, accessible via the Internet, contains items that are illegal, defamatory, inaccurate or potentially offensive to some people.

The Internet Provider, Cyber sitter software and the web caching box which we use in school provides a service which prevents most access to such material. However, no filtering service can be completely foolproof.

Whilst our aim for the Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. In school, teachers will guide pupils toward appropriate material and do all they can to ensure pupils do not access undesirable sites. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. But ultimately, parents and carers are responsible for setting and conveying the standards that their children should follow when using media the information sources.

Principles

- Access is a privilege, and pupils are responsible for good behaviour and positive digital footprints on the school network and the Internet.
- Pupils are not allowed to have unsupervised access to computers or the Internet.
- The school can and does track information on work carried out on sites visited on the Internet.
- Parental support is sought for upholding high standards.
- Pupils and parents/carers are required to sign an agreement, which they must honour.

Rules for Pupils

Most Internet use will be clearly defined as part of a lesson. Outside of this, you may have other opportunities to use the Internet, e.g. Homework Club. These may apply to all situations and may also apply to home or outside school use.

1. You must only access those services you have been given permission to use.

2. You must **not** access the service without a supervisor. A supervisor can either be a teacher or the LRC Manager or other adult that is employed in the school.

3. Any work/activity on the Internet must be directly related to your school work.

4. Do **not** disclose any password or login name you have been given to anyone.

5. Do **not** give personal addresses, telephone/fax numbers of any person. Under no circumstances give addresses/telephone numbers/fax numbers of any teachers and pupils at Frederick Bremer School. Use of names of pupils or photographs of pupils is forbidden.

6. Do **not** download, use or upload any material or use material which is copyright.

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7. Do **not** download any software on to the school network.

8. Do **not** damage computers, computer systems or computer networks.

9. Do **not** trespass in another user's folders, work or files.

10. Do **not** give your name/password to another user or adult.

11. Do **not** post anonymous or personal communications.

12. Do **not** waste resources (such as on-line time, paper).

13. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children or schools. This applies to any material of a violent, dangerous, racist, or inappropriate sexual content. If you are not sure about this, or any materials, you must ask your supervisor.

14. You must agree for the systems supervisor to view any material you store on the school's computers, or software you use on the school's computers.

15. 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** use computer systems to threaten, scare or bully any other member of the school. Do **not** state anything, which could be interpreted as libel.

Failure to comply with these rules will result in one or more of the following:

A. A ban, temporary or permanent, on the use of the Internet facilities at school.
B. A letter informing your parents of the nature and breach of rules.
C. Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Head of Department.
D. Any other action decided by the Head teacher and Governors of Frederick Bremer School.

Sanctions

- Violations of the above rules may result in a temporary or permanent ban from the facilities.
- Disciplinary action will be taken in line with the school's discipline policy; this may include detentions and in serious cases fixed term exclusion.

For serious breaches of the above rules, the police may be involved.

Further details are provided to all pupils and parents and are available on the school website. Please see senior staff if you are unclear about any aspect of the policy.

The school has an E-safety working group. Please contact admin@bremer.waltham.sch.uk if parents/carers wish to be part of this group.

If you do not understand any part of this Acceptable User Policy, you must ask the Head of ICT, or any other member of the ICT department.

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