

Computer and Internet Acceptable Use Policy (Students)

General

Student use of school computers, networks and Internet services is a privilege not a right.

No student will be given access to the school's network until both they and their parent/carer have signed and returned a copy of the policy agreement form. This policy will be reviewed regularly or as required and further agreement will be assumed. The requirements are published in the student planner.

Students are required to comply with this policy.

Students who do not do so will have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. The policy is intended to provide general guidelines and examples of prohibited uses but does not attempt to state all required or prohibited activities by students. The Academy Behaviour Policy makes explicit reference to certain online behaviours within school and in home life and should be referred to.

1. I understand that the school's computers, its network and all other related devices are to be used for educational purposes only.
2. I understand that the school's servers have limited storage and that I may not store personal files at school such as photographs and other images, videos, music.
3. I understand that the Google platform provided for my use by the school is also bound by the restrictions applied to the school's network storage and that my use of this resource may be monitored.
4. I understand that the LondonMail email account provided for me by the school is also subject to the same restrictions as other school-based internet use, whether I am in or out of school and the account may be monitored.
5. I may not transfer any data from any external device to the school's network via a school computer. If this is required a member of staff must do this for me.
6. I understand that the school's computer and internet security procedures are for my safety and the security of the school community. Student internet use is filtered electronically and I will not attempt to bypass any such security measure.
7. If I identify a security breach or failing of the school's filtering system I will immediately inform a teacher.
8. I will learn my username and password off by heart, since I understand that my teachers will often want me to use a computer during a lesson.
9. I will keep my log in password a secret and will not share it with anybody else. If I think somebody else knows it I will ask a teacher to contact IT support to get my password reset.
10. I will not allow anyone else to use a computer when I am logged into it.
11. I will not attempt to log into the school's network using anybody else's log in details, nor will I use a computer that is currently logged in by another student or a member of staff.
12. I will not access websites and materials which are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal. If I

- do so inadvertently I will immediately inform a teacher and tell them the website address (url). I will not share such materials in any other way.
13. If I see anything on a computer in the school that I am unhappy about or which could cause offence, I will immediately inform a teacher.
 14. I will not attempt to install or run any program files, including games files, on the school's computers or network.
 15. I will only email people I know, or who have been approved by a teacher.
 16. The messages I send and information I upload to the internet will be polite and sensible and will never contain any offensive material or anything that could harm the reputation of the Academy, its staff or its students.
 17. I will not open email attachments or attempt to download anything from the internet unless I have been given permission by a teacher or other authorised adult.
 18. I may not share by email or in the public domain any images, videos or any other kind of file which could be used to identify me or any other member of the school's community.
 19. I will never share by email or on line any photograph, video, file or any other kind of personal information which could be used to identify me, my family or friends unless given permission by a trusted adult.
 20. Chat rooms, discussion sites, blogs and social media sites may not be accessed in school, except when they are required for a school project. If this is the case, I will be given express permission by a teacher to use specific sites.
 21. I will never arrange to meet anybody I have met on line in a chat room or other medium unless I take a trusted adult with me.
 22. I must not be involved in any form of online bullying or abuse.
 23. I must not impersonate anybody else online.
 24. I must not copy or download copyrighted materials without the owner's permission.
 25. I must not plagiarise any materials on the internet. When internet sources are used for my schoolwork I must identify the author, publisher and web site of the source.
 26. I must not attempt to cause any damage to the school's computers and network including but not limited to vandalism, hacking activities and creation/uploading of computer viruses.
 27. I am aware that the Academy monitors use of the network and the internet and may check and remove any files held that break any of the rules.

Outside School

It is recognised that outside the protected school environment students may well have access to sites and tools which would be prohibited in school. These additional rules are designed to protect our school's community in the wider world.

28. If I need to email a member of staff I will only use their school email address and will only use my LondonMail email account.
29. I understand that I may not connect to, nor attempt to connect to, a member of the Academy Staff on any social media site or in any chat room, unless it is part of an authorised school project. Any such connections must be removed on completion of the project.
30. I may not post pictures or videos taken in school on any social media site or in any internet chat room or by any other means share such files in the public domain.

Computer and Internet Acceptable use Policy (Students) Agreement

Students

By signing this form you agree that you have read this policy and agree to abide by its conditions.

Name _____

Signature _____

Date _____

Parents/Carers

By signing this form you agree that you have read this policy and undertake to ensure that your son/daughter abides by its conditions.

Name _____

Relationship to student _____

Signature _____

Date _____