THE PIGGOTT SCHOOL

'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan
We live with love and compassion, seeking help in times of need

Acceptable Internet Usage Policy

Date last reviewed: January 2020
Responsibility: Deputy Head (Curriculum) and Governors' SALT Committee
Review Period: Biennial

This policy will help the school to fulfil its aims by:
1. Enabling all students to acquire knowledge and to develop skills and concepts to the best of their ability

2. Developing lively, inquiring minds, ensuring that all pupils are capable of independent thought and are open to new ideas

3. Promoting the values of life-long learning

The objectives of this policy will be to:
1. To ensure staff and students are provided with facilities to conduct research, complete assignments and communicate with others.

2. To ensure everyone is aware that communications over the network are often public in nature and therefore that general rules and standards for professional behaviour and communications will apply.

To fulfil this policy the leadership group and governors of the school will:
1. Ensure that the network administrators have the facility to review files and communications to maintain system integrity

2. Ensure that staff and students are using the system responsibly. Users files stored on School servers are not private.

3. The following behaviours are not permitted on the network:

       a) Sending or displaying any offensive material, e.g. messages or pictures
       b) Using obscene language
       c) Harassing, insulting, bullying or attacking others
       d) Engaging in practices that threaten the network (e.g., loading files that may introduce a virus, hacking attempts)
       e) Violating copyright laws
       f) Using others' passwords
       g) Trespassing in others' folders, documents, or files
       h) Intentionally wasting resources
       i) Misuse of social media

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j) Using any betting/gambling sites

Acceptable Internet Usage: Procedures

- ✓ Staff and pupils have full responsibility for all devices whether their own possession, the possession of any member of their family or friends, or school equipment.

- ✓ Staff and pupils have full responsibility for the contents of their devices.

- ✓ Should any content be offensive, considered unsuitable or be harmful to the system or school population, this will result in disciplinary action and could lead to dismissal, or exclusion in the case of students.

- ✓ All devices must be checked for viruses prior to bringing on to site. It is the owners' responsibility to ensure this

- ✓ In the event of pupils or staff being identified as introducing viruses to the school system, the school reserve the right to remove access.

- ✓ Any violation of the Acceptable Internet Usage Procedures may result in a loss of access and/or disciplinary action.

The Piggott School
Student Acceptable Use Policy

You have a Right to …
- Be safe online
- Use the school IT facilities to promote your learning.
- Be respected

With these rights come responsibilities
This is what you must do…
- Use school computers to support your learning
- Using appropriate internet sites for research
- Use the school website and your user area to store and access school work
- Use software to enhance the presentation of your work.
- Use your school email address to communicate with other members of the school community – students and staff.
- Write careful and polite emails – only write what you would also say to someone in person.
- Respect copyright laws – reference all websites used in your work, use quotation marks if copying and pasting and acknowledge the source if you are rewording or summarising someone else's work. Reference the source/owner of any images used in your work.
- Report anything you find on the internet that makes you feel uncomfortable to a teacher.
- Report any damage or faults involving equipment or software, however this may have happened.
- Only use a web camera when you are talking to friends or family.
- Use my personal handheld / external devices in school if I have permission. I understand that, if I do use my own devices in school, I will follow the do's and don'ts set out in this agreement, in the same way as if I was using school equipment. In addition
    - I will take full responsibility for my device as the school are not responsible for the security of my own device
    - My device must be in silent mode whilst on the school site.
    - I will not use my device to cheat on assignments or tests.
    - I will comply with teachers' request to shut down the computer or close the screen.
    - The school has the right to collect and examine any device that is suspected of causing a problem or was the source of an attack or virus infection.

This is what you can't do…
- Use external email addresses e.g. hotmail to communicate with other students or staff in school.
- Send anonymous messages and chain letters.
- Reveal personal information through email, blogs, messaging or through publishing content on websites or social networking sites.
- Use social networking sites at lunchtime/afterschool if not permitted by the teacher in charge.
- Download music illegally
- Attempt to hack into other student's user areas or emails.
- Students must not take, manipulate or upload photographs or video unless permitted to do so. Any student who records, photographs or videos without permission will be sanctioned. The privacy of our staff and students is of utmost importance.
- Share passwords and accounts
- Copy work from the internet and make out it is your own work.
- Use a web camera to talk to strangers.
- Attempt to set up or use any proxy by-pass software in order to by-pass the school internet filter
- Attempt to gain unauthorised access to any part of the school network that is not available from my personal logon, either via the network or the internet.

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- Send and display offensive messages or pictures.
- Use obscene language.
- Open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Waste printer ink and paper.

Staff may review files and communications to ensure that users are using the system responsibly.
Users should not expect that files stored on servers or storage media are always private.

This is what will happen if you are not responsible

- Visiting sites not permitted by the teacher – consequences applied by teacher / HoD
- Using non-school email accounts – teachers will not reply back
- Downloading music illegally – this is theft – SLT investigation / consequences
- Hacking into a private user area – this is forced entry – SLT investigation / consequences
- Sending/Forwarding nasty emails – this is abuse to students and staff – SLT investigation / consequences
- Uploading photos against the wishes of anyone on them – SLT investigation / consequences
- Writing/forwarding anonymous messages and chain letters – this could be bullying – SLT investigation / consequences.
- Using mobile phone and social networking sites, without permission, during school hours – Phone/ handheld device will be confiscated, and parent/carer will need to collect.

I have read and understand the above and agree to follow these guidelines when:

• I use the school IT systems and equipment and I my own equipment in school e.g. Mobile Phones, iPods. Cameras, laptops etc.

• I use my own equipment out of school in a way that is related to me being a student at the school

Name of Student ……………………………………………………………………

Tutor Group……………………………………………..

Date……………………..…………………………………..

Signed…………………………………………………..…..………………..........