



# Ringwood School

Policy Name	Student Acceptable Use Policy
Date of Current Policy	December 2021
Author	Operations Manager
Created on	September 2018
Authorised By	Full Governing Body
Review Frequency	3 Years
Review Date	December 2024
Rationale for Policy	Statutory

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Ringwood School.

Students are responsible for ensuring they use school IT facilities in an appropriate manner.

THE FOLLOWING ARE NOT PERMITTED ON SCHOOL SYSTEMS AT ANY TIME.

1. Sending or displaying offensive messages or pictures
2. Use of obscene language
3. Harassing or insulting others
4. Damaging computer hardware or software systems
5. Violating copyright laws or plagiarising works
6. Using or attempting to use another person's password
7. Accessing or attempting to access other student's folders, work or files
8. Attempting to install or use any form of malware on the school systems
9. Installing any form of software without the approval of the IT Support Team
10. Intentional deletion of other students work
11. you must not share your password and username with anyone else.
12. You must not record, video or take pictures of other students, staff or third parties whilst using School devices without express permission from a senior member of staff

Engaging in these activities may also be criminal offence.

## **INTERNET AND EMAIL**

All staff and any other adults involved in supervising children accessing the Internet, will be provided with the school ICT Acceptable Use Policy, and will have its importance explained to them.

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that students learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the students:

- access to the Internet may be by teacher demonstration
- students may be given a suitable web site to access by clicking on a link in a teacher-prepared document
- students may be provided with lists of relevant and suitable web sites which they may access
- students may be allowed to undertake their own Internet search having agreed a search plan with their teacher; students will be expected to observe responsible internet use and will be informed that checks can and will be made on files and the sites they access.

The internet is provided to support learning and conduct research.

Email systems are provided to allow communication between members of the school community.

Use of email and the internet is a privilege, not a right. They must both be used appropriately and professionally, for school activities only.

## **PRIVACY**

Staff may review student's files and communications to ensure that use of the school system is appropriate and responsible. Students should not share anything on the network that is not school related work for example: images, music or videos unrelated to school activities.

Anything saved on school systems, including cloud-based systems, is the property of Ringwood School.

## **APPROPRIATE MATERIAL**

At school, teachers will guide students towards appropriate material, at home this is the responsibility of the parent/carer.

## **RESPONSIBILITY**

Students are fully responsible for their choices, behaviour, and communications, whilst using the school computer systems.

## **SANCTIONS**

- Violation of the above rules may result in temporary or permanent removal of access to school computer systems; email, internet, computer access.
- Offenders will be reported to a member of the Leadership Team and the Network Manager.
- Parents will be contacted and in the case of damaged items, will be asked to pay for damages.
- In serious cases parents may be asked to make an appointment with the Headteacher.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- In matters relating to e-safety or other criminal offences, the school safeguarding team, the police or local authorities will be involved.
- In extreme cases, students caught misusing the school systems risk exclusion from school.

If a student or user account breaches the above rules, their account may be inspected, and their access stopped. A breach may also put you at risk of suspension and/or exclusion.