

# **Bedford Free School**

## **ICT Acceptable usage policy for parents and students**

### **Updated April 2018**



## A PARENTS' GUIDE TO THE INTERNET

### ***What is the internet?***

The Internet is a large number of computers all over the world linked together with cables. In most cases, each of these computers is also linked locally to a number of other computers, in a **local network**. It is possible for someone using one of these computers to access information on any of the other computers. This system was established by those working in Universities and Government organisations for the fast and efficient transfer of largely text-based information around the world directly from one computer to another.

It is possible for other people, outside these local networks, to connect to the Internet by using standard telephone lines between their computers and those already connected to the Internet. A number of companies specialise in providing this service for a fee.

### ***What is the World Wide Web?***

To make the appearance of information available through the internet more attractive, and to assist people in finding information more easily, it is now possible for special pages of information to contain text, colours, and pictures, sound and video. These pages, collectively, make up what is known as the World Wide Web. Most of these pages include information on the location of other pages on the World Wide Web, and it is possible to follow up links between pages with similar or related content. Moving from one page to another, regardless of where in the world they might be located, is called browsing, or surfing the net or web. Many of these Web pages contain information that may be useful in the classroom, and it is presented in a way which is often easy to use.

A number of UK suppliers, offer schools the facility of keeping their own pages on the internet. These school "home pages" might describe the school's activities to outsiders or explain project work that students are involved in.

### ***What is Electronic Mail (E-mail)?***

This is merely a way of sending messages from one person to another via the Internet. Each internet user has a unique e-mail address (such as anybody@msn.com) and by sending a message to this address, the recipient can read the message the next time he or she connects to the internet. Internet e-mail addresses are usually provided along with a schools' connection to the internet and normally individual students will not have their own email address.

### ***What are News Groups?***

These are collections of messages written for public readership rather than addressed to an individual. Each collection, or group, of messages is about a particular subject or theme. Individuals can reply to these messages, and these replies are also public. In this way it is possible to track a multi-way conversation about an important issue of the day. At present there are more than 10,000 different topics available for discussion, from specialist science research to support groups for asthma to fans of James Bond movies. Most of the press concern for pornography on the Internet refers to newsgroups but they are the easiest for school internet providers to police.

### ***What are the dangers of the Internet referred to in the media?***

It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material, and this can be accessed by children if using the internet unsupervised. The main educational providers try to 'filter' known offensive locations of material of this kind, but there is too much for this filtering to be very effective, and the locations change frequently. The only way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate students and encourage an acceptable use policy and partnership between home and school in dealing with the less savoury side of internet use.

### **How can I get more information?**

There are many magazines in newsagents that cater for beginners-advanced use of the Internet.

In order to be better informed about the Internet and eSafety you are advised to take a look at the following website.

<https://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/b00222029/child-internet-safety>

If you have any specific questions please contact the school and ask for Mr Moore.

### **Student ICT Acceptable Usage Policy**

School computers and related equipment are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Students are responsible for using the resources, including the Internet, sensibly and appropriately, just as we expect anywhere in the school.

#### **Equipment**

- Do not install or store programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk and is unacceptable.
- Deliberate damage to any ICT equipment may result in the cost of replacement being charged to the student and/or their parents/guardians, as well as disciplinary action.
- Only use the computers for educational purposes. Activities such as non educational games, buying or selling goods are inappropriate and waste valuable time and resources.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Protect the computers from spillages by never eating or drinking in the same room.
- Please leave the equipment in good order with the monitor, keyboard and mouse arranged in the usual way.

## **Security and Privacy**

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never reveal your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is unacceptable behaviour.
- Computer storage areas will be treated as open to scrutiny. Staff may review your files and communications to ensure that you are using the system responsibly.
- E mail between staff and students should relate to school business only using only school email addresses.

## **Internet**

- When in school you should access the Internet only for study or for school authorised or supervised activities.
- You must not use the system for social networking at all.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.

## **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing, abusive or aggressive behaviour is unacceptable.
- E mail can be sent externally but only on matters relating to school work.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

## Bringing Electronic Devices into school

We believe that having a 'no mobile phone and personal electronic devices policy' in school creates the best possible safe and focused social and learning environment and that is why when you sign the Home School Agreement we ask students to agree that they:-

- *... keep any electronic devices out of sight and switched off, and understand that they will be confiscated if they are seen or heard anywhere on school premises*

As such we state that we do not want to either see or hear any electronic devices or associated technology (i.e. earphones) once a student is inside the school gates. If we do we will confiscate them immediately and ask that parents/carers come into school to collect the device personally. Please remember that mobile phones and electronic devices are expensive equipment and if you do decide that you would like your child to bring them to school they will need to consider how best to keep them safe as school will take no responsibility whatsoever for any problems with them such as loss, damage or thefts.

\*\*\*\*\*

**Please read this document carefully. Access to the Internet will only be provided if you adhere to this agreement. If you violate the terms of this agreement, you will be subject to disciplinary action and the withdrawal of your IT account for a fixed period of time.**

For serious violations, exclusion from school may be imposed. Where appropriate, police may be involved or other legal action taken.

As a student at the school, you are agreeing to follow these guidelines above when:

- You use the school ICT systems and equipment
- You use your own equipment in school. This includes laptops/netbooks, PDAs and mobile phones with internet/wifi capabilities.

**NAME OF STUDENT:** ..... **FORM GROUP:** .....

**Please complete and return this form to the School. If a reply is not received the school will presume you grant permission.**

**PARENT/CARER**

As the parent or carer of the student below:

I have read the school's ICT Acceptable Usage Policy and **I do / do not** (delete as appropriate) grant permission for my son or daughter to use the school's ICT systems, electronic mail and the Internet.

I understand that students will be held accountable for their own actions when using the school's Internet, Network and ICT systems.

I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

I accept the school's mobile phone policy.

Signed: ..... Date: .....  
Parent/Carer

Please print: .....  
Parent/Carer's name

Home telephone: .....

**If permission has been granted by the parent/carer, then the student must sign below.**

**STUDENT**

As a school user of the Internet, Network and ICT systems, I agree to comply with the school rules on its use. I will use the Internet, Network and ICT systems in a responsible way and will observe all the restrictions made by the school.

I accept the school's mobile phone policy.

Signed: ..... Date: .....

Student Name:-