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|  | Charles Darwin School  Policy for computer usage by students |

Persons Responsible:

Governors: Ethos Committee

SLT: Mrs L Rees

Written by: Mr J Simpson, E-Safety Co-ordinator

Formally adopted by the Ethos Committee: 2 February 2015

Reviewed and readopted: 9 May 2016

Next review date:

1. Introduction
   1. The school provides computers to enhance the studies of the students. The computers offer access to the Internet, email, a large variety of applications and the school network. Pupils are actively encouraged to use the IT suites for educational gain, not personal enjoyment. The equipment is maintained for the benefit of all students. Pupils are responsible for good behaviour with the equipment, the internet and the network. Computer access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.
2. Equipment
   1. Do not install, attempt to install or store programs of any type on the computers without permission.
   2. Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
   3. Do not use the computers for commercial purposes, e.g. buying or selling goods.
   4. Do not open files brought in on removable media (such as floppy disks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
   5. Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and authorised by the IT department
   6. Do not eat or drink near computer equipment.
3. Security and privacy
   1. Do not disclose your password to others, or use passwords intended for the use of others.
   2. Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
   3. Do not use the computers in a way that harasses, harms, offends or insults others.
   4. Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
   5. Computer storage areas are the property of Charles Darwin School. Staff may review files and communications to ensure that users are using the system responsibly.
4. Internet
   1. Do not access the Internet unless for study or for school authorised/supervised activities.
   2. Do not use the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
   3. Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
   4. Do not engage in ‘chat’ activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
   5. Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.
5. Email
   1. Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
   2. Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
   3. The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
6. Implementation of the policy
   1. Only once the Computer Usage agreement has been signed and returned will access to the Internet and network be permitted. If any student violates these provisions, access to the Internet may be denied and the student will be subject to disciplinary action.
   2. Additional action may be taken by the school in line with existing policies regarding school and safeguarding behaviour and safeguarding. For serious violations, suspension or exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.