

# **CALUDON CASTLE SCHOOL ICT NETWORK AND INTERNET POLICY**

The School's ICT network is well established and plays a big part in the education of students and others at Caludon Castle. In school access to the Internet is provided to support learning. We have developed the following Policy for students to provide rules and safeguards for appropriate use of the Internet and the ICT network.

Students in using the ICT network and the internet at our school are agreeing to the following.

## **STUDENT AGREEMENT**

I understand that access to the ICT network and the Internet from Caludon Castle School must be in support of learning, and I agree to the following:

- The school owns the computer network and can set rules for its use.
- All ICT network use and Internet use is monitored and recorded.
- ICT network access must be made through your authorised account and password. This must not be given to any other person.
- I will not damage computers, computer systems or networks.
- I will not attempt to change any computer, monitor or software settings on any school computers.
- I will refrain from accessing through the Internet materials that would be considered offensive in the judgement of the school's Head teacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content.
- When using the internet or email I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed/received by me.
- The school has effective web content filtering, but not all offensive material will automatically be detected. I will not try to bypass the filtering system or search for information of an offensive nature. If I accidentally access inappropriate material I will report it to a teacher immediately.
- I will use the school email to support my school work. I agree not to use inappropriate language within emails.
- I must take care not to reveal personal information on the Internet or through email.
- I will not use social networking sites or chat rooms unless as part of a teacher-led educational project.
- I will not use the Internet or ICT network for playing non-educational games.
- Copyright and intellectual property rights must be respected. I will not download, copy or distribute software, games, music, graphics, videos or text materials that are copyrighted.
- Plagiarism is unacceptable. I will use any downloaded material in an appropriate manner in assignments, listing its source and clearly specifying any directly quoted material.
- I will take sensible precautions to protect myself and others from computer viruses and will not maliciously seek to introduce computer viruses in to the ICT network. If I believe I have discovered a computer virus I will immediately inform a teacher.
- I will be responsible for backing up my own files and documents.
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- If I violate any of the terms of this agreement, I will be denied access to the Internet and/or computers for a time to be determined by the Headteacher and may face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

## **PARENTAL AGREEMENT**

As the parent/guardian you are asked to read the agreement on student use of computers and the Internet at Caludon Castle School and to discuss it with your child. While efforts will be made to monitor student use of computers and Internet, it is impossible for Caludon Castle School to continually monitor and restrict access to all controversial materials. If you have concerns regarding inappropriate use of the internet we ask parents to report it immediately to a member of staff.