



UNLOCKING YOUR
CHILD'S POTENTIAL

“Acceptable Use (Student)
Policy”

Agreed by Governing Body: 04.03.15.



It is a requirement that all computer equipment in school is used responsibly and safely. Before you are granted access to the school's network and web services, all students are required to agree to our Acceptable Use Policy.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

- I will always keep my passwords a secret.
- I will not attempt to gain unauthorized access to the school network or to any other computer system found on the Internet.
- I will not attempt to log on using another person's username and password with or without their permission. This also includes email and the VLE.
- I will not attempt to access another person's files or personal information.
- I will not interfere with, damage or vandalise any ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.
- I will not attempt to upload unsuitable, illegal or unauthorised files onto the school network.
- I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile phones or other handheld devices. I accept that these devices may be confiscated if I am caught attempting to display, access or upload files of this nature
- I will ensure I have permission to use the printer.
- I will not use the school network to play games.
- I will not use the school network to access any unsuitable internet sites, including games websites (other than educational games when directed), proxy websites, pornographic websites, file download or shareware websites or social networking sites.
- I will not attempt to access videos, sound or other files that contain unsuitable or illegal material which may bring the school in to disrepute.
- I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile phones or other handheld devices.
- I will not use social networking sites to contact members of The De Montfort School staff (for example, Facebook, Twitter, etc...).
- I will not use Social Network Sites in school.
- I will not use my school email address as a contact for social networking sites.
- I will take personal responsibility to check the copyright status of any material that I obtain from the internet, or post on to the internet.
- I will not take information from the internet and pass it off as my own work.
- I will only use the internet for educational purposes. I will not use it for financial gain, for gambling or for advertising.



- I will report any misuse of the internet, unsuitable content or activities immediately to a member of staff.
- In the interests of my own e-safety, I will report any attempts to contact me by people outside the school community to a member of staff.
- I will not attempt to release viruses, or carry out any other malicious practice that contravenes the Computer Misuse Act 1990.
- I will abide by all other relevant government legislation concerning appropriate use of the internet.
- I understand that my computer access in school is routinely monitored. This also includes internet access and email.
- I will use my email account and other web services responsibly
- I will not engage in any cyber bullying activity and I will report any instances of cyber bullying immediately to a member of staff.
- I am aware of the CEOP report button and know when to use it.



Additionally, when using a computer,

- Always keep your personal details private (your name, family information, journey to school, are all examples of personal details) and never post these on a website.
- Never meet an online friend without taking a responsible adult that you know with you, and don't befriend people you do not know. Not everyone online is who they say they are.
- Do not post any pictures online that staff, or your parents may consider to be inappropriate. Remember, once you upload a picture on to the internet, most people will be able to see and download it. It's not yours anymore.
- Do not respond to any messages that are mean or in any way make you feel uncomfortable. Let a member of staff know if you are receiving such messages.

Sanctions

I recognise, understand, and agree to the following sanctions as consequences for unacceptable use of The De Montfort School network, learning platforms, email and internet facilities

1. A warning which may include a letter home and put on file as well as an appropriate sanction.
2. The suspension of all network, Internet and email privileges on a temporary or permanent basis.
3. Referral to a member of the Leadership Team (who will then decide on appropriate action) or to other relevant authorities including, where necessary, the Police.