



Rossett School

Success for everyone

Computer Network & Electronic Resources Acceptable Use Policy 2024-25

Approved by:	Full Governing Body
Date:	
Last reviewed on:	December 2024
Next review due by:	December 2025

Contents

1. DOs
2. DO NOTs
3. Additional Information
4. Printable copy for signing
5. Monitoring and Review

1. DO:

- Ask for assistance from technical staff if you believe that there is a problem with any of the computer or electrical equipment in school.
- Report all faults as soon as possible to your teacher or a technician.
- Use ICT equipment responsibly and carefully.
- Regularly change your password and inform the Network Manager if you suspect that someone has been using your account.
- Keep your password secret.
- Log off the network at the end of each lesson.
- Save evidence of cyber bullying (see below).

2. DO NOT:

- Tamper with any computer, or any electrical equipment.
- Attempt to access other users' network space.
- Tell anyone your password.
- Allow other people to use your username and password.
- Play internet games or attempt to play internet games. This slows the network down for everyone and is unacceptable.
- Download music.
- Download software.
- Download files.
- Install\attempt to install software on any school computer, (Desktop / Notebook / Laptop).
- Access or attempt to access material of a pornographic or sexually explicit, racist, violent or extremist nature.
- Attempt to by-pass or circumvent any of the security or filtering systems installed on the network for the protection of all.
- Publish or attempt to publish hurtful or offensive material.
- Send threatening or offensive messages by email, including pictures, to anyone. This is **CYBER BULLYING** – deliberately setting out to upset another person through using modern technologies.
- Send email messages to more than one person unless instructed to do so by a member of staff.
- Use computers without adult supervision.
- Use printers unless told to by a member of staff.

3. Additional Information

Can I bring my mobile to school?

Yes, it can be used in lessons as a learning tool but only when you have been told by your teacher to do so. You may **NOT** use your phone around school, if we see or hear your mobile it will be confiscated and returned to you after 5 days. Your parents / guardians can come to school to collect it before then. Most importantly, it is your responsibility to look after your mobile, and it must be kept switched off and out of sight in your bag unless you are told otherwise in a lesson by a member of staff.

Printing

Students are allocated printer credits. Extra credits can be allocated at the discretion of the school.

The school computer network includes desktop, laptop, Notebook and MiniBook computers & iPads, an e-mail system and internet connection; they are provided as a resource for education.

Other electronic teaching resources such as DVDs, Video cassette players, & TVs may also be provided.

All network and internet activity is monitored and logged. We may use this as evidence in disciplinary proceedings to prove inappropriate use of the network and/or school resources.

Internet access within school is filtered, we can block sites that are inappropriate or may interfere with the smooth operation of the network. Every effort is made to ensure a safe environment for our students; however it is not possible to filter every web site that may be inappropriate.

We believe that the benefits to pupils in the form of information resources and opportunities for collaboration exceed the disadvantages; however we regard the use of ICT equipment as a privilege which will be removed if a student is found to have acted inappropriately.

The following sanctions can be applied:

1. Physical damage to equipment – Parents will be asked to reimburse the school.
2. Abuse of email system, including sending of abusive or threatening messages – Removal of email access for half a term (6 weeks). School will encourage the family of the victim/s to involve the police, who take cyber bullying very seriously indeed. **They will prosecute.**
Repeat offences – May lead to permanent removal of network access
3. Abuse of internet, including accessing or attempting to access inappropriate material – Removal of internet access for half a term (6 weeks).
4. Repeat offences – Permanent removal of privilege.
5. Serious abuse of the rules around Network use may also result in further punishment under the school Code of Discipline. The school reserves the right to vary the particular sanction if access to the system is required for study.

4. Printable copy for signing

Students are required to sign a copy of this policy before they are allowed access to the network.

5. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Governing Body and reviewed every year. The next review date is: December 2025.