

**Church Hill School  
Burlington Rise  
East Barnet  
Herts EN4 8NN**

**Telephone No: 020 8368 3431  
Fax: 020 8368 1602  
e-mail: office@churchhill.barnetmail.net**



**Name of policy: E-Safety Policy Students**

**REVISION HISTORY**

	Date
APPROVED BY COMMITTEE	
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

## Acceptable Use Policy for Students

(Network, Internet and E-mail)

Last Reviewed: September 2015 Next Review: September 2017

Ratified by: The Governing Body

(Network, Internet and E-mail)

### Aims

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. The school network is the system of interlinked computers which students use in order to gain access to the internet and to e-mail facilities. This policy applies to all computers in Church Hill School whether attached to the network or not.

### Practice

Students and staff must ensure they do not breach the guidelines listed below:

- Access is provided primarily for curricular use and is not for private use.
- Students will use the Internet for educational purposes only.
- All sessions using computers or laptops will be supervised by a member of staff.
- Students must not access, upload, download, transmit or display offensive, derogatory, racist or sexually explicit material.
- If an internet site containing any of the above is accessed by error, a member of staff must be informed.
- Memory sticks are not permitted and students' work must be stored in the area designated by their teacher.
- Students will ensure that their online activity both in school and outside school, will not cause the school, the staff, pupils or others distress nor will bring the school in to disrepute.
- Students must not establish relationships or reveal their name, address or any other personal information to "strangers" on the network, unless the communication has been authorised by an appropriate teacher.
- Downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- No programme or executable file may be downloaded or run without first getting the permission of the Head teacher or ICT co-ordinator.
- The following are prohibited:
  - Altering setup or settings of computers and software without the express permission of a teacher.
  - Damaging, disabling or debilitating computers, computer systems or computer.
  - Networks, Damaging or disabling the property of another person's organisation.
- No user will violate copyright or intellectual property. A teacher will be able to advise on obtaining approval to make use of copyrighted material or intellectual property. (always give credit to the person or company that owns the materials)
- No user will:
  - Use another person's password.
  - Trespass in another person's folders, work or files.
- Always keep passwords secret.
- Students must sign and return the usage agreement to the school, to be kept on their file.

### **Use of e-mail**

- Students must not send or attach documents containing offensive, threatening, derogatory, racist or sexually explicit material.
- Students must not send obscene, abusive or sexually explicit language.
- If any of the above is received by a user a teacher must be informed. Do not reply.
- Students must not harass other users. This includes:
  - forwarding chain emails; deliberately flooding a user's mailbox;
  - sending mail that is designed to interfere with the e-mail system.
- Students must not access, copy or transmit another students message or e-mail address without their permission.
- Students must not forge a message to make it appear to come from another person.
- Only open email attachments that are from reliable sources.
- Students will only have access to chat rooms, discussion forums, messaging and other electronic communication that have been approved by the school.
- Chat rooms, discussion forums, social networking sites and other electronic communication forums will only be used for educational purposes and will always be supervised.

All mail sent on the school e-mail system is the property of Church Hill School. Therefore circumstances may occur where staff may take action to read personal mail files. Students should be aware that there are systems in place which allow the school to monitor the internet and e-mail activity of every user to ensure that the above policy is being followed.

Students' access to the internet will be allowed under the supervision of a member of staff. Random checks are made on students' use of the internet, access to the network, to the internet and to e-mail.

Access to these facilities is regarded as a privilege and not a right. Access may be denied if a user breaches the conditions of use.

### **General Advice to users**

- Notify an adult immediately, if by accident, you come across materials that are in breach of this Acceptable Use Policy.
- Be prepared to be held accountable for your actions and for possible punishment if you breach this Acceptable Use Policy.
- Do not share your password with another person.
- Log out of the network whenever you leave a computer unattended.
- Always ask for permission before you print-out your work.
- Do not try to adjust or move computer hardware or try to remove cables. Always inform your teacher or a technician of any problem.

### **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, exclusion. The school reserves the right to report any illegal activities to the appropriate authorities.

## Church Hill School

### Acceptable Use Policy for Students – Internet – Network -email

Please complete and return this form to the School Office.

(Previous pages should be retained for reference)

Please leave this box blank

#### **Student:**

First Name: ..... Surname:.....

Class: .....

As a school user of computers, I agree to comply with the school rules on their use. I will use computers and the network in a responsible way and observe all the restrictions imposed by the school. I am aware that breaking the conditions of use could lead to:

- withdrawal of access to computers;
- withdrawal of internet use;
- withdrawal of e-mail privileges;
- disciplinary action;
- legal action.

Student's Signature: .....

Date: ..... / ..... / .....

#### **Parent/Guardian:**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

Parent's Signature:.....

Date: ..... / ..... / .....