

THE MAELOR SCHOOL



Acceptable Computer and Internet Use POLICY

Committee Responsible	Standards
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Acceptable Computer and Internet Use Policy

For Staff and Students

The computer systems and access to the internet are managed by the school, and may be used by students to further their education, and by staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Computer and Internet Use Policy has been drawn up to protect all parties - the pupils, the staff, and the school.

The school may exercise its right by electronic means to monitor, filter and log the use of the school's computer systems, including the monitoring of the school software, HWB platform, internet browsing, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing media such as text or images which is unauthorised or unlawful.

- All computer use, including the use of laptops and other devices, and internet activity must be appropriate to staff professional activity, or the student's education.
- Access must only be made via an authorised account and password, which should not be made available to any other person.
- Attempts to access and/or alter another users' files, without their permission, is forbidden.
- Activity that threatens the integrity of the school ICT systems, such as attempted virus infections, or activity that attacks or corrupts other systems, such as the HWB platform, is forbidden.
- When using personal external storage devices (memory pens, hard drives) in school, the user will follow the rules set out in this agreement in the same way as if they were using school equipment.
This includes downloading photographs to school computers. They will also ensure that any such devices are free from viruses and other malware.
- Users are responsible for all electronic messages sent and for any contacts made that may result in e-mail or other electronic messages being received. This includes posts made to forums and chat rooms on the HWB platform.
- Unauthorised Use of chat rooms or social networks, is not allowed.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other communications.
- Students will never disclose or publicise personal information
- Use of the school's ICT systems, including the HWB platform, for personal financial gain, private purchasing, gambling, political purpose or advertising is forbidden.
- Copyright and intellectual property rights must be respected.
- Use of the computer systems to access inappropriate materials such as pornographic, racist or offensive material is forbidden. Where users are able to access such materials, they must inform a member of the ICT department immediately.
- Use of the computer systems to download, upload or store inappropriate data, as well as music and films that are not used for education, is forbidden.
- No attempt is to be made (unless with schools' permission) to make large downloads or uploads that might take up internet capacity, slow down the network and prevent other users from being able to carry out their work
- Use of the computer systems or internet to access recreational games is forbidden.
- When using the school's "Bring your own device" Wi-Fi network, staff and students will adhere to the school's BYOD policy.

Please read the information, and discuss it with your child.



You should then detach and complete this page, and return it to the Headteacher as soon as possible.

Pupil Agreement

“As a user of the school’s computer systems, I agree to comply with the school rules on their use. I will use the systems in a responsible way and observe all the restrictions outlined above. I understand that if I do not adhere to the published policy, action will be taken which may result in my being banned from using part or all of the systems.”

Signed: _____

Date: _____

Print Name : _____

Tutor Group : _____

Parent/Guardian Agreement

I confirm that I have discussed the contents of the Acceptable Computer Policy overleaf with my son or daughter. As the parent or legal guardian of the pupil named above, I do*/do not* grant permission for my son/daughter to use electronic mail, the HWB platform and the Internet. I confirm that I have read the attached Policy, and understand that pupils will be held accountable for their own actions as outlined in the Acceptable Computer Use Policy. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

*(delete as applicable)

Signed: _____

Date: _____

Print Name : _____