Prep Acceptable Use Policy Document

Bishops is pleased to be able to offer access, via our computer network, to the Internet (which includes E-Mail, World-Wide-Web and other facilities). Internet access enables pupils to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should, however, be aware that some material accessible via the Internet contains items that are illegal, defamatory or potentially offensive. The Internet is a large and unregulated global network and increasingly it is possible to find controversial material or behaviour on the Internet that some may see as offensive or inappropriate. This includes pornographic material or material with explicit sexual content, and unacceptable behaviour in electronic communication.

While the intentions of the school are to use Internet resources for constructive educational goals, pupils may find ways to access other materials. We believe that the benefits to pupils in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, at school we are also involved in setting standards and in monitoring adherence to our rules and to the school's standards of behaviour, and this involves teachers, IT staff, and the Deputy Headmasters and the Headmaster.

Part of our ICT curriculum includes teaching and guiding the pupils in the appropriate use of the Internet and electronic devices. We have drawn up an Acceptable Use Policy, which sets out the rules and conditions with which Bishops' pupils must comply when using Internet, E- mail and other electronic resources at the school. Please review this policy with your son and ensure that he understands that normal behavioural expectations apply also to digital use.

Acceptable Use Policy

Expectations

Pupils are expected to demonstrate appropriate digital behaviour. Communications on the Internet and electronic media are often public in nature and general school rules for behaviour and communications apply. In particular, sharing of electronic media without permission is to be avoided as is the taking photographs, videos or voice recordings. Pupils are expected never to access, keep or send anything that they would not want their parents or teachers to see.

The use of Internet and electronic devices is a privilege, not a right, and normal discipline consequences will apply if this privilege is abused. Pupils are **personally responsible** for their actions in accessing and utilising the school's electronic resources.

Specifically Acceptable Uses

- direct educational purposes
- accessing information for private interests or hobbies
- constructive communication with other Internet users or "e-pals", provided it is not anti-social in nature

Specifically Unacceptable Uses

Users are not to:

- take part in the sending or re-sending of any sort of chain letters or personal material
- use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet
- attempt to access pornographic or sexually explicit material of any kind whatsoever

- use any other student's E-Mail or other account and thereby impersonate (and possibly incriminate) any other user

- attempt to spread viruses or any other methods of interfering in other people's accounts, including any attempt to break into the network

- play any games unless specifically identified as appropriate or when permission is given by the teacher on duty

- any other anti-social behavior

Pupils who break any of the above rules are subject to the normal disciplinary structures of the school.

In addition, when using the school's internal computer network, pupils must understand the following:

- All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user's account / password no matter what the circumstances may be.

- Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.

- Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

- The IT staff at Bishops have the right to investigate any pupil's electronic content who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.