

## **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 students 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, students may find ways to access other materials. We believe that the benefits to students in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Access to internet sites and internet content is filtered by the school's firewall. The specific categories and rules of filtering are under frequent review by our IT technical team. All internet activities are logged, monitored and archived by the IT Department. It is against school policy to attempt to and/or to access the Internet by bypassing the school's firewall.

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 students 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' students 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

Students 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. Sharing of electronic media without permission is to be avoided, as is the taking photographs, videos or voice recordings. Students 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. Students are personally responsible for their actions in accessing and utilising the school's electronic resources.

- direct educational purposes
- accessing information for private interests or hobbies

### Specifically, Acceptable Uses

- 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 behaviour

Students 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, students 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.
- No user should ever download or install any commercial software onto network drives. All copyright laws must be obeyed.
- Students 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 students' electronic content who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy