



**DROYLSDEN**  
Academy

# **Student Computer & Internet Policy**

Review Cycle: Two Years  
Next Review Date: June 2024  
Person Responsible: ICT Manager  
Approving Body: Headteacher

At Droylsden Academy the computer network plays a significant part in the education of students and others. Access to the internet is provided for the purpose of learning. We have developed the following Policy for staff and students to provide rules and safeguards for appropriate use of both IT facilities and the Internet.

If you wish your child to use the computer system and gain access to the internet when appropriate, would students and Parents/Carers please carefully read, sign and return the following agreement to your Learning Tutor at the Academy.

Please sign the form at the bottom of this document and return to your Learning Tutor.

### Student Agreement

I understand that access to the computer system at the Academy must be in support of educational research or learning, I agree to the following:

- I will not damage computers, laptops, computer systems or networks. Furthermore, if I discover any methods of causing such damage I will report them and I will not demonstrate them to others.
- No form of hacking or trying to disrupt the network in any illegal way will be tolerated.
- I will not reveal personal information, including names addresses, credit card details and telephone numbers of others or myself.
- I will not attempt to change any computer, monitor *or* software settings on any of the Academy computer devices.
- I will abide by the current log in procedures to gain access to the computer network, respect other student's work and not attempt to access other people's work on the network by using either aliases or passwords that are not mine.
- The entire network is protected by anti-virus software. Students and staff are advised to use anti-virus software on home computers and laptops. If a virus is reported on screen, a member of ICT staff should be informed immediately.
- The network is backed up daily. I will however, attempt to save my own work correctly, and use sensible file management techniques at all times.
- The internet is a tool for learning and although there are active filtering systems that block content that would be considered offensive in the judgement of the Academy's Headteacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content. These systems are monitored and updated for the benefit of all students and staff at the Academy. However not all offensive material will be automatically detected and any attempt to bypass these systems in order to access or download inappropriate content is not permitted, any student purposefully accessing offensive content will receive further sanctions.
- I will not use chat rooms unless as part of a teacher-led educational project.
- Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed/received by me.

- I will not use valuable Internet time playing non-educational games.
- I will be courteous and use appropriate language. I will refrain from using obscene, harassing or abusive language and will report any cases of such usage against me to my teacher.
- I accept responsibility to keep copyrighted material from entering the Academy. Therefore, I will not download software, games, music, graphics, videos or text materials that are copyrighted. I will not violate any copyright laws by posting or disturbing copyrighted materials.
- Plagiarism is unacceptable. Therefore, I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.
- When using academy email, I understand that I must conform to the expectations set out in the points above.
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- If I violate any of the terms of this agreement, there will be consequences that may involve restricted access to the Internet and/or computers for a time to be determined by the Headteacher and may face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits and any damage that I am responsible for may result in a bill being sent home.
- I will not access social media using the Academy network unless instructed to do so by a member of staff.
- You should note that it is a criminal offence to publish or distribute obscene materials. This may include viewing, copying or downloading any such material.
- During remote learning sessions the standards of behaviour expectation remain the same during normal lessons. Chat functions must only be used to contribute to lessons and all contributions must only relate to the lesson content.

### **Parental Agreement**

As the Parent/Carer of \_\_\_\_\_ (please complete), I hereby acknowledge that I have read the agreement on student use of computers, laptops, tablets and the Internet at Droylsden Academy and discussed it with my child.

I understand that access is designed for educational purposes. I recognise that, while efforts will be made to monitor student use of computers and Internet, it is impossible for the Academy to continually monitor and restrict access to all controversial materials.

I further acknowledge that, while questionable material exists on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the Academy.

I therefore do not hold the staff or Headteacher of Droylsden Academy responsible for any such materials acquired from the Internet.