Gloria Filiorum Patres

Each day, discovery.

ELTHAM COLLEGE

School IT and Internet Policy (Students)

Last reviewed: January 2018

Introduction

Used wisely, the school's IT system and the internet are extremely useful educational resources, but there is also the potential danger of entrapment, misinformation, of losing private information, of addiction, or simply wasting time.

Rules

The school takes the issues of cyber bullying and cyber safety very seriously and there are separate policy documents on these and a pupil booklet on safe use of the internet and mobile phones.

Each pupil has his or her own network user ID and password, for which they are responsible and which must be kept secret.

Pupils must not engage in any activity that will, or might, compromise either the system or the work of others.

Use of the IT system is monitored. Misuse of the system is a breach of school rules and will be investigated and punished as appropriate, which could include the imposition of restrictions on ICT access. Use of the IT system must have a clear and justifiable educational purpose which is related to College approved activities.

No files may be intentionally downloaded from outside the school network unless directed by staff. No programs may be introduced, nor installations made.

Accounts must not be set up. Goods or services must not be ordered. Pay to view or chargeable services must not be accessed.

Chat rooms must not be visited. **Games must not be played**.

No unacceptable or offensive material should be accessed, downloaded or sent. This includes material of a violent, racist or pornographic nature.

If you enter an unacceptable site by accident, EXIT immediately and report it to a member of the IT staff.

Respect other people's privacy.

Consider how others would feel and do not cause harm or distress.

Related documents:

Cyber bullying and cyber safety policy

Cyber safety booklet

Appendix 1

Guidance for Students on Email Contact with Staff

- When contacting staff only use your school email address.

- Remember to use an appropriate form of address e.g. "Dear Miss…" not "Hi".

- Only use the kind of language you would if you were talking to the teacher face to face.

- Make sure your email is brief, clear and polite.

- Always check your inbox daily.

- If emailing work, make sure you have followed the teacher's guidance.

(Added: January 2018)