



Hamstead Hall Academy

Acceptable Use Policy – Pupils and Parents

Rules for Pupils and Parents

The computer system is owned by **Hamstead Hall Academy**. Computers and the Internet are fun, but we must use them in a responsible way.

School computer and Internet use must be appropriate to the student's education or to staff professional development.

- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers. Users are responsible for e-mail they send and for contacts made.
- Mobile phones are banned for use within school. Using phones to take pictures or video within school is strictly prohibited. Any such content found on sites such as **Youtube**, **Facebook** etc.. will be dealt with extremely severely.
- If you see anything you are unhappy with or receive messages you do not like, you must report it to the E-safety officer or a designated child protection member of staff
- Any use which is deemed irresponsible will be reported to the Executive Principal and dealt with accordingly.

Please **read the following carefully**, and ensure that you understand how to use the Computers safely at Hamstead Hall Academy.

Pupils:

- I will only use school Internet and IT facilities for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, social media, Internet, file-saving and printing.
- I will only use my mobile phone or mobile device in school when permission has been granted by a teacher. If permission is granted, I will use my mobile device as if it was a school computer, following all the rules for using school computers.
- I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher to install software if required.
- I will not share my network, Internet or any other school-related passwords.
- I will change my passwords when asked to.
- I will not look at or delete other people's work or files.
- I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils or teachers.
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.



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- I won't look for or look at unpleasant or rude websites in school. I will check with a teacher if I think a website might be unsuitable.
- I won't give out my personal details, such as my name, address, school or phone number on the Internet.
- I won't meet people I've met on the Internet unless I have told my parents and they come with me.
- I won't upload or download any pictures, writing or films which might upset people online.
- I won't write unpleasant, rude or untrue comments online about pupils, teachers or the school.
- I will treat all IT equipment at school with respect and ensure the computer is left in the state that I found it.
- I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.
- I will respect copyright when making use of images and videos in my school work.
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
- Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet or in the media with permission.
- I will not look for ways to bypass the school filtering or proxy service.
- I will not bypass the school filtering or proxy service.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

For parents:

- I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.