



St John's Beaumont Preparatory School

IT Acceptable Use Policy September 2021

ACCEPTABLE USE POLICY

This Acceptable Use Policy is intended to ensure:

- That all St John's pupils will be responsible users and stay safe and gain the maximum advantage for themselves and others when using the internet and other communications technologies for educational, personal and recreational use.
- That all pupils are aware of the need to prepare appropriately for using devices during lessons and homework, and for charging their device.
- That St John's Beaumont ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

St John's ensures that pupils have good access to ICT to enhance their learning and, in return, expects the children to be responsible users. This Acceptable Use Policy covers all of their actions whilst they are engaged in learning opportunities provided by St John's Beaumont. This includes access to the internet via handheld devices or mobile connections (e.g. 3G/4G). Please remember that this policy is in place to protect all members of the St John's Beaumont community and all of the other users of the School's network.

PUPIL AND PARENTS ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use the St John's Beaumont ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, e-mail and other digital communications, in accordance with the law.
- My username and password are confidential to me – I will not share these, nor will I try to use any other person's username or password.
- I will be aware of "stranger danger", when I am communicating online and tell an adult if I am contacted by an adult or another person I do not know.
- I will not share personal information about myself or others when online
- I will immediately report any unpleasant or inappropriate material or messages of anything that makes me feel uncomfortable when I see it online
- I will respect the privacy and role of my teachers and not record or take screen-shots of lessons or parts of lessons without the specific teacher's express written permission.
- I will respect the privacy of my peers and not record lessons or parts of lessons under any circumstance.

- I will ensure that my contribution to any online learning platform will be with the sole aim of contributing positively to the learning environment of my peers and I will take no actions which threaten to jeopardise their learning.
- The school reserves the right to check the contents of any device or storage media where there is reason to suspect that this policy or other school rules have been breached.
- I will ensure that I do not download files which are too large and take up internet capacity unnecessarily.
- I appreciate that others may have different opinions to my own and I will show respect for these opinions at all times.
- I will do nothing which knowingly disrupts either the stability of the St John's Beaumont ICT structure or the learning of my peers
- I will not open any attachments to e-mails, unless I know and trust the person or organisation that sent the e-mail, due to the risk of the attachment containing viruses or other harmful programmes
- I will not send, or attempt to send, e-mails to the whole school or a large number of recipients either manually or through the use of e-mail groups
- I will access only content that is appropriate to the age-appropriate study of each subject.

Cyber-bullying

Cyber-bullying is the use of ICT, particularly mobile phones and the internet, to deliberately upset someone else. At St John's, all pupils have a right to feel safe and are protected from all forms of cyber-bullying. Examples of cyber-bullying include:

- Sending or making nasty text messages or calls, instant messages, posts or e-mails, including anonymous e-mails, threats, intimidation and harassment
- Videoing or photographing other people being harassed and sending these to other phones or internet sites
- Taking or sharing humiliating images or videos
- Using someone else's account to send inappropriate emails
- Sending unsuitable content, including images or clips or sending computer viruses
- Forwarding chain e-mails, including messages that encourage others to do the same
- Making and sending inappropriate content using a webcam or camera

By accepting the IT equipment provided by St John's, you are agreeing to discuss this important policy with your child and they agree to the following:

I understand that by engaging in any of the aforementioned activities, I will be in breach of the St John's Beaumont Acceptable Use Policy and the School's anti-bullying policy.

I understand that I have a right to be safe and can report any cyber-bullying either to myself or to others to a Member of St John's Beaumont staff.

I understand that I am responsible for my actions, both in and out of school:

I understand that if I do not comply with this Acceptable Use Policy, I will be subject to disciplinary action. The sanction will be appropriate to the offence and in line with any applicable behaviour or discipline policy of the school. If I behave irresponsibly, I understand that I may also be denied full access to online resources.

Policy Owner: Head Teacher	Circulation: All Staff	Review Date: September 2021	Approved by any other departments or staff members:	Next review: September 2022
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