Brookfield Community School – ICT Acceptable Use Policy – Student Agreement

Updated March 2021

Mr K Hirst - Headteacher

Mrs H Dafforne – Designated Safeguarding Lead

The Brookfield Community School Acceptable Use Policy (ICT)

ICT is used extensively across the curriculum at Brookfield Community School and there are increasing numbers of lessons involving use of the internet. The wealth of educational information available on the internet makes it an invaluable source of research and learning. Whilst we want to encourage students to use the internet to enhance learning, it is important to appreciate that there are internet sites that are not suitable for school children.

The School has a filtering system in place to block and prevent access to unsuitable sites. However, these safeguards are not guaranteed and determined students may be able to log onto sites which contain offensive, racist, violent or pornographic material. As soon as the School is aware of such breaches, extra steps are taken to block such sites immediately.

The School provides a secure environment for us to work and we will monitor access to the internet, email and other services to ensure the safety of our users. The School reserves the right to examine or delete any files that may be held on its computer systems and storage media or to monitor any internet sites visits.

To safeguard students we have an ICT Acceptable Use policy which Students must agree to.

ICT Acceptable Use Policy – Student Agreement

I understand that access to the computers, including the internet, from Brookfield Community School must be for educational research or learning only, and I agree to the following:

- I will access the network using only my own username and password.
- I will not reveal my password to other people or seek to access other people's work.
- I will use the internet for constructive educational purposes only.
- I will not use the internet for playing games unless permitted to do so by a member of the School staff
- I am responsible for monitoring and rejecting in appropriate materials accessed.
- I will not access any websites, newsgroups or links that may be considered offensive in the judgement of the Headteacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content and if discovered, I will immediately report them.
- I will not access social networking sites at any times using the School's systems.
- I will not use a proxy (remote) serve to access otherwise banned sites.
- I accept responsibility to keep copyrights material from entering School. I will not download software, games, music, graphics, videos or text materials that are subject to copyright.
- I will not bring portable storage equipment from home in an attempt to put programmes onto the computers.
- The messages I send or information I upload will always be polite and sensible.

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- If I see anything I am unhappy with, or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.
- I will not attempt to access the network with an unauthorised device eg. Mobile phone.
- I will respect the ICT equipment and report any problems to a member of staff.
- I will ensure laptops/netbooks are returned to the charging cabinets when not in use.
- I understand that ICT support is monitoring access to email and internet usage on a regular basis.
- I understand that access to the internet or ICT facilities may be withdrawn if I violate this agreement.
- I will not print unnecessary material using School facilities and will not use the School printing devices for non-school related items.

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