ACCEPTABLE USE POLICY FOR STUDENTS (INTERNET) (PRIMARY)
OASIS ACADEMY JOHANNA

JANUARY 2015

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OASIS ACADEMY JOHANNA

Acceptable Use Policy for Students

1. Introduction

1.1 Oasis Academy's computer systems allow for internet access and e-mail use. You can therefore access a vast amount of information for use in studies, acting like an enormous extension to the Academy library and offering a great potential for learning.

1.2 The computers are provided for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all.

1.3 You are responsible for good behaviour with the resources and on the internet just as you are in a classroom or an Academy corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

1.4 We use the Academy's computers for learning and for no other purpose.

1.5 It is vital that everyone knows the seriousness with which we view the following matters, since the sanctions that will be applied will seriously affect your education. This Acceptable Use Policy will help protect you and the Academy by clearly stating what is acceptable and what is not acceptable.

2. Acceptable Use

2.2 You are expected to follow the following rules of acceptable behaviour when using the IT equipment:

2.2.1 I will only access the Academy's network using MY OWN user's account and password, and will not give my user name and password to anyone else.

2.2.2 If I think someone has learned my password, I will inform my Tutor immediately.

2.2.3 I will log off after I have finished using the computer. If I find a machine logged on under another user's surname, I will inform a member of staff who will ensure that the machine is safely shut down.

2.2.4 I will be responsible for the actions of any person using my password (with or without my permission) or using my computer if left logged on and unattended.

2.2.5 I am responsible for e-mails I send and for contacts made.

2.2.6 I will not reveal any personal information (for example, my home address, telephone number) about myself or others, or arrange to meet someone online.

2.2.7 I will not look at, alter or delete other people's files or folders.

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2.2.8   I will not copy someone else's work or download music, programs or other materials.

2.2.9   I will not access, save or print ANY material that is likely to cause offence to others, not even for personal use, or encourage others to do so.

2.2.10   I will not access, create, transmit, display or publish anything (e.g. images, sounds or data) that is likely to cause offence, harm, inconvenience or needless worry.

2.2.11   E-mails I send will not include offensive language or material. As messages may be forwarded, e-mail is best regarded as public property.

2.2.12   If I see anything I am unhappy with or receive messages I do not like, I will tell my Tutor immediately.

2.2.13   I will not visit inappropriate websites. If I find an unsuitable or offensive website through the Academy's network, I will report the web address to a member of staff so that they can make sure that the website is blocked in future.

2.2.14   I will not use the Academy's ICT systems for private purposes including financial gain, gambling, political purposes, advertising or gaming.

2.2.15   I will NOT send anonymous messages or chain letters.

2.2.16   I will NOT use chat rooms, for example, MSN or Facebook.

2.2.17   I will respect the security of the Academy Network. I will not attempt to access data or bypass or alter settings on the computer.

2.2.18   I will not upload any software onto the Academy's computer or network.

2.2.19   I will not attempt to damage, disable, or harm or destroy any equipment or data, or intentionally waste time or resources. This includes the creation or downloading of computer viruses. If I find a security problem or virus, I will stop working on the computer and inform my Tutor immediately.

2.2.20   I know that the Academy may check my computer files and will monitor the internet sites I visit, e-mails sent and received.

2.2.21   My use of the Academy's computers will be appropriate to my education.

2.3   The Academy may exercise its right by electronic means to monitor the use of the Academy's computer systems, including the monitoring of websites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for retrieving and storing text or imagery which is unauthorised or unlawful.

2.4   Children and Parents sign an Acceptable Use form (Appendix 1) every year. All computer users must agree to the ICT Acceptable Use Policy before they are able to log on each time.

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Date Reviewed and Agreed   : January 2015

Next Review Date   : January 2016

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APPENDIX 1

OASIS ACADEMY JOHANNA

Johanna Street, Lower Marsh, London SE1 7RH
Executive Principal: Diana Morgan

Rules for Responsible Internet Use

The school has computers with Internet access to help our teaching and learning. These rules will keep you safe and help us be fair to others.

- I understand I must only use the Internet and the computer for school work as directed by the teacher
- I will ask permission from a member of staff before using the Internet
- I will only look at or delete my own files
- I understand I will not bring in software or disks from outside school unless I have been given permission
- I will not use Internet chat at school
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and responsible
- I understand that I must never give my home address or telephone number, or arrange to meet someone on the internet
- If I see anything I am unhappy with, or I receive messages I do not like I will tell a teacher immediately
- I understand that the school may check my computer files and may monitor the sites I visit
- I understand that there are safe and unsafe ways of using the Internet and I will keep myself safe
- I will take care of school ICT equipment
- I understand that if I deliberately break these rules I may not be allowed to use the Internet or computer

Name of child …………………………………………………………………………………

Signature of parent/carer ………………………………………………………….

Signature of child …………………………………………………………………….