

BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



INTERNET USE POLICY - STUDENTS

Updated: May 2018
Policy duration: 3 years
Committee: PPS

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the SLT Committee who will monitor the outcomes and impact of this policy every 3 years. The evidence base for assessment will be presented as agenda items at the SLT Committee meetings.

ICT is a resource for use within the school for staff and students alike. It is in place to support teaching and learning throughout the curriculum. The systems in place and associated services are bound to strict internal and external guidelines and it is imperative that the network, software and equipment is respected and not abused.

When using school resources, you are agreeing to the following rules:

- I will not visit websites that contain unsuitable material such as violence, swearing, adult humour or pornography of any type. If I am unsure about a site, I will always ask a member of staff.
- I will not attempt to gain unauthorised access to the Blue Coat network or to any other computer system found on the Internet. This is interpreted as 'hacking' and treated very seriously by the school and where necessary, the law.
- I will not attempt to log on using another person's username and password with or without their permission and I will not attempt to access another person's files as these do not belong to me.
- I will not give out personal information about myself in an e-mail, including my home address, unless given permission by a teacher. I will not agree to meet anyone whom I have made contact with on the Internet, I understand that this can be dangerous and I may be putting myself at risk of danger or harm.
- I will remember that anything that is sent out from the Blue Coat network carries the Blue Coat e-mail address and represents the school and its ethos, therefore I will be responsible in my use of e-mail.
- I will not send in an e-mail or design any material that is inappropriate, offensive or threatening language in my e-mails or in any other communication over the Internet.
- I will only copy pictures or text into my own area on the network. I will not download any other type of file. (for example software, games, screen savers

etc.) unless permission has been given by the teacher and I am not breaking copyright laws.

- I will always ask a teacher before I print out any information from the Internet.
- During lessons and after-school clubs I will only use the Internet for schoolwork. Using the Internet for other purposes is only allowed at the discretion of a member of staff. If I want to use the Internet for any other purpose, I will ask permission first.
- I will not take information from the Internet and pass it off as my own work, this is known as plagiarism and is dishonest.
- I will not publish information on the Blue Coat website that is protected by copyright. If I am unsure I will check with a teacher beforehand.
- The Internet in school is for educational use. I will not use it for financial gain, advertising or extra curricular activity without the express permission of the school.
- I will report any misuse of the Internet immediately to a member of staff.
- I am aware that any information I put on social networking sites such as Facebook or Snapchat is fully traceable back to me and as a pupil I am representing the school at all times even on the internet whilst outside school, on my own home PC, tablet or phone.
- I understand that anyone found using the network or equipment in an inappropriate manner, damaging equipment or any of the conditions above will initially be banned from using the IT facilities, relevant parties will be informed **and they will be charged for any loss of damage** incurred by their behaviour. Disciplinary procedures will also be taken.
- I will report any incidences of damage or vandalism that I see immediately to a member of staff.
- I understand that using a mobile phone to take pictures or videos on site at school, of the school, staff or students may result in disciplinary action.
- Any student placing school related footage (without written permission from the school) on media hosting websites such as YouTube will face disciplinary action.
- I will not distribute music, media files, applications, photographs etc. that does not belong to me via email, memory stick, MP3 player, disc storage, CD or any other digital media.
- I will respect the privacy of others at all times, and will not share any personal information about others via an ICT system without obtaining a teacher's permission first.
- I understand that the school monitors and logs use of all its ICT systems including internet systems accessed from within school.

Additional notes

Good Housekeeping and Best Practice

- Student files on the network and other standalone machines will from time to time be deleted to ensure only current work is stored on the servers.
- Please always ensure your work is saved in your personal folder when necessary. Reasonable notice of such action will be given and important files to be saved.

- Files saved on the network will be checked periodically for misuse, students using their user accounts and storage areas to store, save, publish, distribute illegal content will face disciplinary action and face a ban from using school ICT equipment.