



Stone C of E Combined School

Student Guidelines for using the computers

The school has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and supporting learning across the curriculum.

The computers are provided and maintained for the benefit of all students and we encourage them to use and enjoy the resources. Pupils are responsible for good behaviour on the Internet, just as they are in a classroom.

Remember that access is a privilege and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install or attempt to install any programmes on the computers without permission.
- Do not damage, disable or otherwise harm the operation of the computers.
- Do not open files brought in on removable media unless they have been checked with antivirus software.
- Do not connect mobile equipment to the network.
- Do not eat or drink near the computers.

Security and Privacy

- Do not disclose any of your passwords to others.
- Do not use passwords belonging to others.
- Ever give out your personal information to people you meet online, including your home address, telephone number or school name and do not send them photographs of yourself.
- Do not use the computers in a way that upsets, harasses, harms, offends or insults others.
- Do not attempt to alter any security settings on the computers.
- Computer files and Internet communications may be reviewed by staff to ensure that all pupils are using the system responsibly.

Internet

- Do not access the Internet unless for a school authorised and supervised activity.
- Do not use the Internet to obtain, download, send, print or display material which is unlawful, offensive or inappropriate.
- Respect the work and ownership rights of others and abide by copyright laws.
- Do not engage in 'chat' activities over the Internet.
- Never arrange to meet anyone that you have met online and always tell an adult if someone asks to meet you in real life.

Email

- Be polite and appreciate that other users may have different views from yours.
- The use of inappropriate language or aggressive behaviour in emails is not allowed.
- Never open attachments to emails unless they come from someone you know and trust. Always ask an adult before opening attachments in school.
- The sending and receiving of emails containing inappropriate materials is strictly forbidden. This applies to material of a violent, dangerous or racist nature.
- Always report inappropriate, upsetting or unkind messages to a member of staff.