

CRAWSHAW SCHOOL STUDENT POLICY

USING THE SCHOOL'S COMPUTER SYSTEMS

1. What this Policy is about

- 1.1 At Crawshaw School we believe that computers are important to help you to learn.
- 1.2 This document explains the rules you must follow when you use computers at school and includes rules about using the Internet and e-mail.
- 1.3 You will see these rules each time you use the computer system.
- 1.4 You should ask your teacher if you have any questions.

2. Section 2 – General Rules

- 2.1 You must only use the IT facilities which the school provides for you. Do not use your own equipment unless you have a teacher's permission.
- 2.2 You must not use any inappropriate material at all. This means you must not use or do anything which might be abusive or offensive, which might bully another person or which uses bad language. Tell a teacher immediately if you find any inappropriate material.
- 2.3 You must only use your own account user name and password. Do not give your account user name or password to anyone.
- 2.4 Do not put passwords on any documents or work that you create unless your teacher gives you permission such as where it is part of your lesson.
- 2.5 You must not do anything to attack or corrupt the school's computer system such as by introducing a computer virus.
- 2.6 MP3 players and other multi media, audio or video players are not to be used in the school building and must not be connected to school computers.
- 2.7 Mobile phones must not be connected to school computers. Memory sticks are allowed as long as they do not have any inbuilt security or media player (such as MP3 players) and as long as a teacher gives permission. If you have a laptop, do not connect it to the school's computer network.
- 2.8 Use of the computer system for games or buying, selling or advertising anything is forbidden.
- 2.9 Always log out and close your browser when you have finished using a computer.
- 2.10 Only use computers when a teacher is present unless you have the permission of a teacher to use them when there is no teacher present. Sixth form students may use computers without a teacher being present.

3. Section 3 – Additional rules about using the Internet

- 3.1 All Internet use must be relevant to school work. You may use the Internet for a personal reason for example, to research sports or hobbies ONLY IF permission is obtained from a teacher first. Sixth form students do not need special, teacher permission.
- 3.2 If it has been allowed, personal use must be at lunchtime or breaks and must NOT be in lessons. All rules in this document apply to personal use of the Internet as well as use for study.
- 3.3 Accessing or downloading MP3s, music, movies and similar files is NOT PERMITTED. Social networking sites and games websites are also banned.
- 3.4 You must not download any software from the Internet or from anywhere else.
- 3.5 You must not use any other person's work without permission. If you use information from the Internet for your work, always say on your work where that material is from.

- 3.6 You will be stopped from looking at some websites if you try to do so. If you access a website by mistake, you should leave it immediately and tell your teacher about the mistake.
- 4. Section 4 – Additional rules about using E-Mail**
- 4.1 You are responsible for the e-mails which you send.
- 4.2 All e-mails must be sent on the school email system. Sending and receiving e-mails using another e-mail account is not permitted.
- 4.3 Sending chain letters or jokes is forbidden.
- 4.4 Use e-mail in the same way as other work and always use polite and correct language. You must not swear or use any other bad language.
- 4.5 If you receive an e-mail that is not intended for you, you should delete it and should not read it.
- 4.6 Junk e-mail is banned. Delete all junk e-mails and do not send them to other people.
- 4.7 Do not open an e-mail from someone you do not know.
- 4.8 Do not include your name, address or telephone number in an e-mail unless specifically instructed to do so by your teacher.
- 5. Section 5 – Enforcing the Rules**
- 5.1 The school monitors the use of its IT systems to make sure that they are used properly and to make sure that you follow the rules. For example, this helps us to make sure that you are only using permitted websites, to make sure that you are not wasting time and to find any attempts to harm the security of the system. We keep a record of how the system is used and this includes how computers are used by you for personal interests.
- 5.2 To check computer activity, we use special software to find and record unauthorised use such as attempts to access banned websites or the use of inappropriate language. We also have software which tells us about the websites visited by students and how long is spent on them. If you use a laptop, we may also use that software on your laptop.
- 5.3 This checking and monitoring is used to collect information about how the computers are used generally and also about individual students for example, if we think the rules have been broken. This might include looking at e-mails but only if we have a good reason.
- 5.4 Any information which we find may be accessed by the head teacher, network manager, IT technicians, the senior leadership team and your Director of Learning.
- 5.5 If we find a breach or incorrect use, the school behavioural policy and sanctions will be followed. The school may also take away your computer access if you do not follow the rules. Usually this will last for one week but may be longer. For a second breach, access may be stopped for two weeks, for three weeks in case of a third breach and for a month for any breach after that. In the most serious cases, we may stop you from using the computers altogether.
- 5.6 We will send a letter to parents and guardians to tell them if you do not follow the rules.

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