



Budehaven Community School

Student Acceptable Use Policy (Student AUP)

What it is about

This is a summary of the Acceptable Use Policy describing the services offered to students and the acceptable uses of the school network, Internet access and email.

Disclaimer

Student users accessing the school network, Internet and email do so at their own risk and although the school network is carefully managed to minimise risk, Budehaven Community School cannot accept any liability for any hardware, software or data lost, including coursework, or damaged.

The School is not responsible for material viewed or downloaded by student users from the Internet. To minimise these risks, student use of the Internet at Budehaven Community School is governed by the SAUP.

1 Limited use of the school network, Internet and email

The school encourages all student users to make effective lawful use of the school network, Internet and email. Users must not interfere with the School's information and computer systems/networks.

2. School support for the use of the school network

The school will help students develop a broad range of ICT skills and capabilities to help their learning. We will teach them how to use the Internet safely and discuss moral and ethical issues associated with the use of the Internet.

3. Responsibilities of Students

- 3.1 Students are responsible for good behaviour on the School computer network following the Student Code of Conduct and the Computer Room Code of Conduct.
- 3.2 Student users are responsible for anything that is done from their account. They are responsible for keeping their user account secure.
- 3.3 Student users accept that communications sent via the School's email system may be monitored and users' personal details may be stored on the School's network servers.
- 3.4 Students will use the school's open access WiFi system responsibly and in conduct with the Student AUP.
- 3.5 Students are permitted the use of Removable media (eg memory sticks / CDs / DVDs) however they are responsible for keeping it, and the data secure.

4. Responsibilities of the School

- 4.1 The School will provide appropriate physical and financial resources to give access to on-line and networked services throughout the curriculum.
- 4.2 The School will actively support the professional development of all staff to ensure the effective inclusion of information technologies into the School curriculum.
- 4.3 The school will report, to the appropriate authority, all known incidents of unlawful Internet and email use.
- 4.4 The school will protect individuals' privacy and safety.
- 4.5 The school will provide a copy of this summary to all students and parents. A copy of the full Student Acceptable Use Policy is available on written request.
- 4.6 The school has a duty of care to act on, and inform the appropriate authority of any incidents of inappropriate behaviour, both in and out of school where it involves any member of the school community (examples would be cyber-bullying, use of images or personal information).

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5. Code of Behaviour

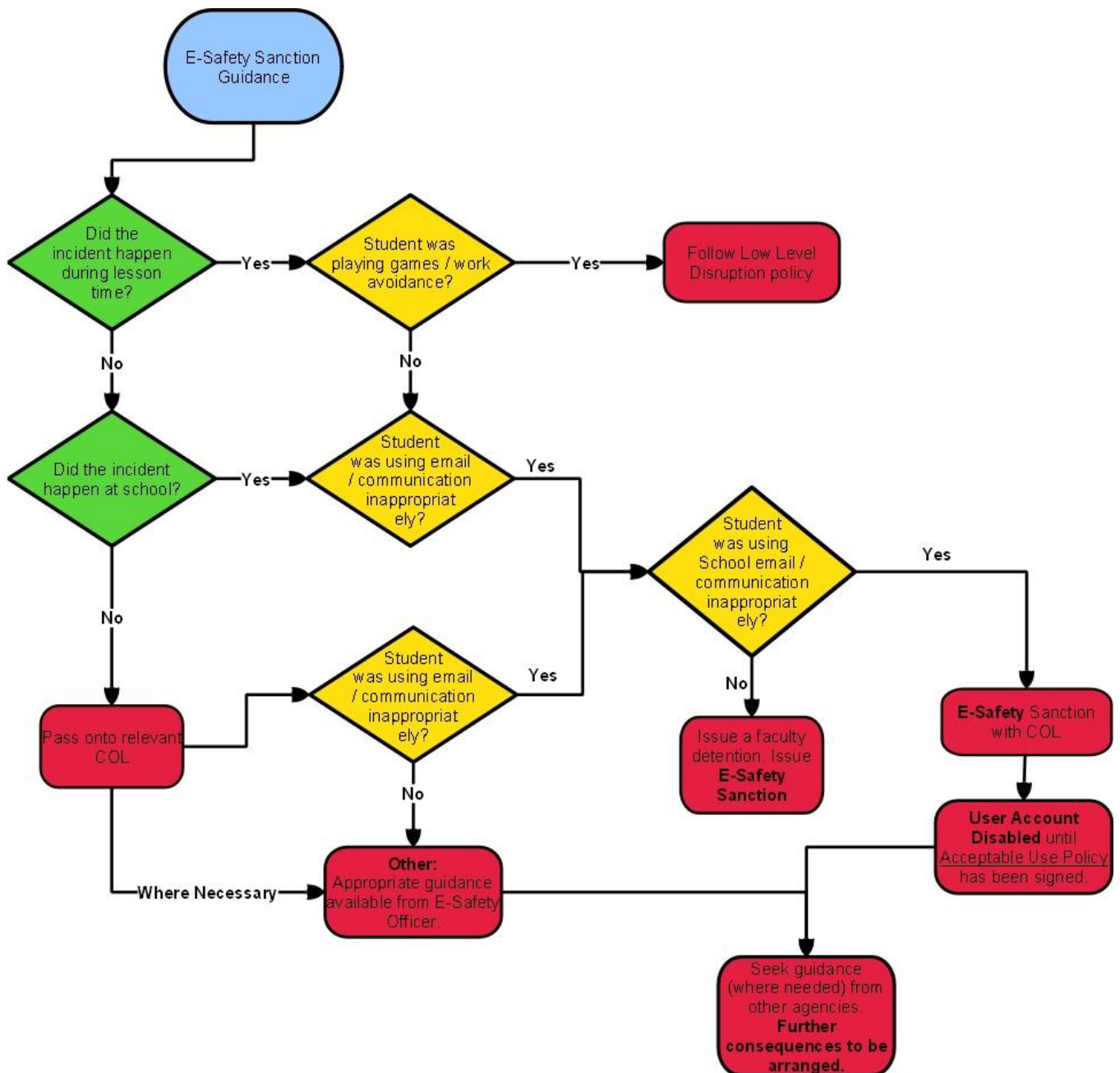
5.1 Students sign the Acceptable Use Policy undertaking before using the school network.

5.2 Breaches of the Acceptable Use Policy and/or Computer Room Rules will result in sanctions that may include any of the following:

- Withdrawal of on-line and network access in school;
- After school detentions;
- Withdrawal from class;
- Letters home and parental interviews

More serious breaches will be dealt with according to the school's disciplinary code.

See below for further guidance on E-Safety Sanctions:



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STUDENT ACCEPTABLE USE POLICY AGREEMENT

I have read the Internet Student Acceptable Use Policy. I hereby agree that while using the network I **WILL NOT**:

- Attempt to retrieve, view or pass on to others any obscene, offensive, pornographic or illegal materials;
- Threaten, abuse or harass any other user;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed electronic mail;
- Bring Budehaven Community School into disrepute in any way whatsoever;
- Allow anyone else to use my account or give my password to anyone else;
- Use or access another student's account;
- Use chat rooms without permission from a member of staff or faculty;
- Use my account for business purposes or financial gain;
- Attempt to change the system in any way;
- Attempt to bypass security;
- Share my personal details, name, home address, telephone number of myself or others;
- Disclose details of credit cards or PIN numbers;

I also agree that I **WILL**:

- Use the Internet solely for educational purposes;
- Observe the copyright laws, including those relating to computer software;
- Respect the rights and privacy of other users;
- Report, to a member of staff, any obscene or offensive material I come across;
- Obtain permission if I am accessing the Internet out of designated Internet use time;
- Report, to a member of staff, any issues in security or Internet misuse I may discover;
- Follow the computer room rules at all times.

I realise that, if I do not follow the above rules, the sanctions as outlined in the Student Acceptable Use Policy may be applied.

SIGNED

PRINT FULL NAME

Tutor Group DATE