



FARLINGTON

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ACCEPTABLE USE OF IT FOR PREP SCHOOL PUPILS

Your agreement to follow these guidelines ensures your safety and the efficient functioning of the School's ICT facilities:

Definition

The ICT facilities at Farlington are defined as computers, software, monitors, keyboards, mice, printers, scanners, cameras, camcorders and any other electronic item. The ICT facilities at Farlington also include: telephones, mobile 'phones, televisions and DVD players and any other electrical device. Internet and email are also included as ICT facilities.

Copyright

You must not copy work from other people. If you use the internet for research you must put the research into your own words.

Software

You may not install software on any school computer.

Passwords

Keep your password safe, treat it like your toothbrush and never share it.

Storage Areas

You are responsible for keeping your account, the area where you save your work, keep it tidy. School can look at your files to make sure you are using the system sensibly.

Printing

You should only print work when necessary and with the permission of your teacher.

The Learning Platform

This is provided by School to help you with your studies. You will be shown how to access it and use it appropriately by your teacher. You will not be able to install software on TLP.

The Internet

The Internet is there for you to use for research and school work. When you use it you must be sensible. Your teachers will show you how. Everything you do on the computer is monitored and the ICT Department is authorised to check that you are using email and the internet in a sensible and responsible way.

Time wasting

The ICT facilities at school are to be used for school work. You are not allowed to play on-line games and these will be blocked by the web filtering system.

Email and messaging

You will be given a school email address to send or receive work. Use of your own external email, messaging and online chat software is not allowed at school.

Social Networking Websites

The use of Social Networking websites (e.g. Facebook) is not allowed. When using Social Networking sites at home, you must not use any insulting or offensive material of any kind about other pupils, teachers or the School. You should also not post photographs or videos of pupils or teachers without their permission.

External Proxy Websites and Anonimisers

If a website is blocked, it is for important reasons. You must not under any circumstances continue to try to access the site by using an External Proxy or Anonimiser Site. External Proxies and Anonimisers are websites which attempt to hide the user details, and by doing this, bypass the filtering system.

Mobile Phones

Mobile phones are not allowed in the Prep School.

Unacceptable use of ICT

The following will be dealt with in the same way as any other form of unacceptable behaviour in school:

- Sending or displaying offensive messages or pictures;
- Using bad language, insulting or being unkind to others;
- Damaging computers, computer systems or networks;
- Sending rude messages from mobile phones or any other device;
- Using other pupils' passwords and trespassing in other people's folders.

This list is not exhaustive and behaviour that is deemed inappropriate will be dealt with on a case by case basis.

If you have any issues or concerns regarding the mis-use of ICT you should report your concerns to the ICT Coordinator (Mr Absalom) or any other member of staff.

Sanctions

If you break any of these rules you may be banned from using ICT at School. This may be a temporary or permanent ban depending on the seriousness of the offence.

Pupil's Name _____ **Class** _____

As a user of the School ICT facilities, I agree to comply with the school rules governing their use as set out above.

Signed _____ Date _____

Parent

As the parent or legal guardian of the pupil signing the above I give permission for her to use the Internet and e-mail. I understand my daughter will be held accountable for her actions. I accept responsibility for setting standards for her to follow when selecting, sharing and exploring information and media.

Name _____

Signed _____ Date _____

Please return to the Prep School Office