Longacre School Pupil IT Acceptable Use Policy

This policy includes the Early Years Foundation Stage

Policy reviewed: November 2023

Policy to be reviewed: November 2025

This Acceptable Use Policy was devised by the Deputy Head and Head of Computing in consultation with the Senior Leadership Team, Management Committee and colleagues in the School.

1.   Introduction

1.1   Longacre School believes in the educational value of a networked computer system, electronic devices and the Internet and recognises their potential to support and enrich the curriculum and the learning process of its pupils. Our goal is to provide a computer system, as well as networked electronic devices and Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the computer system, electronic devices and the Internet is a privilege and requires responsible use. The use of the computer system, electronic devices and the Internet is subject to acceptance of this acceptable use agreement and the rules, regulations and policies of the school.

1.2   The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing regularly. No acceptable use policy could identify each and every inappropriate use of the computer system as well as networked electronic devices and/or the Internet and so Longacre School will judge whether the use of the computer system as well as networked electronic devices and/or the Internet is consistent with this Acceptable Use Policy and its decision shall be final. If a user is unsure whether his/her use of the computer system, electronic devices or the Internet is appropriate; the user shall confer with the Head of Computing and/or the class teacher.

1.3   The implementation of this policy is the responsibility of all members of staff.

1.4   Longacre School reserves the right to modify this IT Acceptable Use Policy at any time and in any manner.

1.5   Longacre School Policy for IT Acceptable Use applies to all staff in the school including those in the Early Years Foundation Stage (Nursery, Kindergarten and Reception).

1.6   Longacre School Policy for IT Acceptable Use is available for parents on the school website and from the School Office.

1.7   Personal devices must not be brought into school. Individual cases will be considered and agreed by the Head of Computing. Personal devices include, but are not limited to laptops, iPads, Mobile Phones, Kindles, Tablet devices etc

2.   Acceptable Use

2.1   The computer system, electronic devices and Internet access has been established for an educational purpose. The user understands and agrees to the following:
- The use of the system, electronic devices and the Internet must be consistent with and in support of the educational goals and objectives of the school's curriculum and mission statement.
- The use of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, extremist, or material protected by trademark or trade secret.
- The purchase or sale of any product or service is prohibited unless it is for school use and purchased through the appropriate school system.
- The listing of any advertisements or political materials is prohibited.
- Illegal activities of any kind are prohibited
- The user will only use school equipment and not bring into school personal devices from home, unless previously agreed with the Head of Computing. Personal devices include, but are not limited to laptops, iPads, Mobile Phones, Kindles, Tablet devices etc

3.   Behaviour

3.1   The user is expected to follow the generally accepted rules of computer use/Internet etiquette. These rules include, but are not limited to, the following:
- Be polite. Always use the system and devices in an ethical and respectful manner and endeavour to be a good digital citizen whilst using the computer system, electronic devices and the Internet.
- Use appropriate language.
- The user shall not reveal his/her name, home address, personal telephone number or any other personal or confidential information unless it is a member of staff making an on-line purchase for school.
- The user shall not reveal the personal information of any other person.
- The user shall not disrupt or congest the computer system or Internet in any manner.
- The user shall not post anonymous messages.
- The user shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, terrorist or extremist, threatening or bullying material or imagery.
- The user shall not attempt to access blocked Internet sites.
- The user shall only use school approved, licensed software and shall not use other programs or applications or download any information without permission.
- The user shall not use the account or password of another user or attempt to impersonate any other person.

- The user shall report any known or suspected misuse of the computer system as well as networked electronic devices and/or the Internet.
- The user shall not make any false complaints against any other user.
- The user shall not access any "chat rooms" unless access has been approved by the Head of Computing.
- The user shall not access extremist material or engage in discussion of this kind

4. Services

4.1 The school makes no warranties of any kind, whether express or implied, with respect to the use of the computer system as well as networked electronic devices and/or the Internet. Use of any information obtained through the use of the computer system as well as networked electronic devices and/or the Internet is at the user's own risk. Longacre School does not accept any responsibility for accuracy of information obtained through the Internet or for any damage a user may suffer as a result of use of the computer system as well as networked electronic devices and/or the Internet, including but not limited to, loss of data or interruption of service. Longacre School is not responsible for any financial obligations arising from the unauthorised use of the computer system as well as networked electronic devices and/or the Internet.

5. Security

5.1 Security on any computer system is a high priority. If a user identifies a security problem, he/she shall notify the Head of Computing or the IT Manager without discussing it or showing it to another person. Any user identified as a security risk may have his/her network account suspended.

6. Vandalism

6.1 Vandalism includes, but is not limited to, any attempt to harm or destroy the computer system, hardware, software, or data of the school, another user or of any other agency or network that is connected through the Internet. Vandalism will result in a user's network account being suspended and may involve a referral to the appropriate law enforcement agencies.

7. Passwords

7.1 A user of the computer network understands that the password chosen/given is for personal use only and shall not be shared with any other person. The password may be changed at any time according to the needs of the school.

8. Monitoring

8.1 The computer system as well as networked electronic devices and all communications and information transmitted by, received by, or stored in the computer system, including E-Mail, are the property of the school. A user should not expect that his/her use of the computer system as well as networked electronic

devices and the Internet is private. The school has the right, at any time, to access, monitor, and disclose any and all use of the computer system and Internet, including but not limited to back-up files, E-Mail messages and the transmission, receipt or storage of information in the computer as it deems necessary. Monitoring will be conducted regularly to ensure system integrity and to ensure that all users are using the computer system and Internet responsibly.

9.   Termination

9.1   Longacre School has the right at any time to terminate or suspend any user's access to, and use of, the computer system as well as networked electronic devices and/or the Internet.

10.   Responsibility

10.1   A user understands that the computer system, electronic devices and the Internet is to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in the suspension or loss of computer system, electronic devices and the Internet privileges, disciplinary action or appropriate legal action.

11.   Related Policies, Monitoring and Policy Review

11.1   This Policy should be read in conjunction with other related whole school policies including: eSafety; Anti-Bullying; Behaviour Management; Safeguarding and the Form V & VI Pupil iPad contract.

Longacre School Acceptable Use Policy
Pre-Prep Pupils

Use of the School IT Equipment and Network:

I will only use the school IT equipment and not bring into school any personal devices from home, unless previously agreed with the Head of Computing. Personal devices include, but are not limited to laptops, iPads, Mobile Phones, Kindles, Tablet devices etc

- I will use school IT equipment for school work and not to upset or be rude to other people;
- I will not try to download or install any software on school IT equipment;
- I will only use the username I have been given;
- I will save only school work on the school network or online platforms and will check with my teacher before printing ;
- I will log off or shut down all school IT equipment when I have finished using it;
- I will only move or delete my own files after checking with the teacher;
- I will only use school IT equipment with the permission of a teacher;
- I understand that all of my work and internet activity on school IT equipment can be seen.

Use of the Internet:

- I will always use what I have learned about Online Safety to keep myself safe and will tell a teacher if something makes me worried or unhappy;
- I will do my best to be a good digital citizen whilst using the school IT equipment and Internet;
- I will only go on websites that my teacher tells me to;
- I will tell my teacher straight away if I go on a website by mistake;
- I will tell a teacher straight away if I receive a message from somebody I don't know and I will not reply to it;
- I will look after school IT equipment and tell a teacher straight away if something is broken or not working properly.

I understand that all of my work and internet activity on school IT equipment can be seen and that there are consequences if I do not use the equipment sensibly, safely and responsibly

Child's Signature………………………………………………………………………………..
Date…………………….

I confirm that I have read this policy with my child:

Parent/Carer's Signature…………………………………………………………………………
Date…………………….

Longacre School Acceptable Use Policy
Prep School Pupils

I will read and follow the rules in the Acceptable Use Policy (AUP):

Use of the School IT Equipment and Network:

I will only use the school IT equipment and not bring into school any devices or equipment from home, unless previously agreed with the Head of Computing, this includes: iPads, Mobile Phones, Kindles, Tablet devices etc

- I will only use school IT equipment for my school work and not to upset or bully other people or create a bad impression of my school, I understand that my reputation can be affected by what I do online
- I will take responsibility for my own use of all school IT equipment and will use it safely, responsibly and legally
- I will look after school IT equipment and report any damage to a teacher straight away
- I will only use school IT equipment with the permission of a teacher
- I will only use my school email account (which ends @longacreschool.co.uk) in school
- I will only send emails to approved people and the messages will be sensible and polite.
- I will not open any email attachments or download files without checking with an adult
- I will make sure that my work does not break copyright
- I will tell a teacher if I can see a website that is inappropriate or receive any unwanted emails (such as spam) and I will not respond to them
- I will not try to get past any security measures in place to protect the school network
- I will only use the usernames and passwords I have been given and I will keep them secret
- I will save only school work on the school network or online platforms and will check with my teacher before printing
- I will log off or shut down all school IT equipment when I have finished using it
- I will only move or delete my own files after checking with the teacher

Use of the Internet :
- I will always use what I have learned about Online Safety to keep myself safe and will tell a teacher if something makes me worried or unhappy
- I will do my best to be a good digital citizen whilst using the computers and Internet
- I will not go on any unsuitable or illegal web sites on purpose e.g. rude images, violence, terrorism and racism. If I go on any by mistake I will tell a teacher straight away

I understand that all of my work and internet activity on school IT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly

Child's Signature…………………………………………………………………..   **Date…………………………….**

I confirm that I have read this policy with my child:

Parent/Carer's Signature………………………………………………………Date………………………….