

## Student Guidelines for Use of Technology

Students are responsible for their behaviour when using technology just as they are around the rest of the school. General school rules apply.



Technology is provided for students to conduct research and communicate with others. Remember that access is a privilege, not a right, and that access requires responsibility.

Individual users of the internet are responsible for their behaviour and the communications they make over the network. Users must comply with school standards and will honour the agreements they have signed. Usernames and passwords have been given to all students. Passwords should not be made available to any other person.

The use of social networking sites is forbidden during school time and staff are not responsible for deleting posts or contacting such sites if these are misused away from the school. Issues arising from misuse of social networking sites are solely the responsibility of those involved, their parents/carers and, in extreme cases, police or local authorities. (Please refer to [www.ceop.gov.uk](http://www.ceop.gov.uk) for further information and advice on how to report abuse.)

Computer storage areas and devices will be treated in the same way as all other school rooms and equipment. The school reserves the right to examine or delete any files that may be saved on its computer network or brought into school and to monitor any internet sites visited. Users should not consider files stored on servers, email messages or internet access as private to them. During school time, teachers will guide students toward appropriate materials. Outside of school families bear responsibility for such guidelines.

### The following are not permitted:

- Sending, accessing or displaying offensive material
- Using obscene language
- Material that harasses, insults or offends others
- Damaging computers, computer systems or computer network
- Violating copyright laws
- Using other people's passwords
- Trespassing in other people's folders, work or files
- Intentionally wasting limited resources
- Deliberating seeking out information known to be unacceptable
- The use of social networking sites
- Unauthorised access to other people's files or folders including using another person's account

### The consequences of misuse:

- Violations of the above will result in a temporary or permanent ban on internet use or the network
- Additional disciplinary action may be applied in line with school policy
- When applicable in extreme cases, police or local authorities may be involved

## Technology Permission Form

Name of Student: \_\_\_\_\_ Tutor: \_\_\_\_\_

### Student

As a Winstanley School student, I agree to comply with the school rules on the use of technology. I will use all network resources in a responsible way and observe all the restrictions explained to me by the school.

Signed: (Student) \_\_\_\_\_ Date: \_\_\_\_\_

### Parent

As a parent/carer of the student signing above, I understand that students will be held accountable for their own actions and will be expected to take ownership of their use of technology. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Signed: (Parent/Carer) \_\_\_\_\_ Date: \_\_\_\_\_