

Durston House

Use of the Internet and Digital Technology Policy - Pupil Guidelines

Be Courteous and Polite

- Be courteous to other users. Do not do or say things on the internet that would not be said or done to someone in person.
- Be polite in the messages that are sent via the internet.
- Do not use swear words, vulgarities, obscenities, or threatening language.

Use the Internet for Appropriate Purposes

- Use the internet appropriately, ensuring the safety of all.
- Make the most of the internet by using it to gather information, utilise services and engage in positive social intercourse, enhancing relationships between peers and vertical year groups.
- Use the internet to research, to learn more about classroom topics, to complete classroom projects, and to do prep.
- Use of the Virtual Learning Environment
- For personal use, when permitted, adhere to the guidelines in this policy, be occasional, brief in duration, and not encroach on time set for school work.
- Consult a member of staff if in doubt about whether the use of the internet is appropriate.

Do not use the internet for the following, which are not permitted in the Durston House community:

Engaging in Illegal and/or Inappropriate Activities

- Using social network sites, ignoring age limits
- Buying or selling, among pupils, objects or substances that are not allowed in school
- Viewing or transmitting material, or sending messages that encourage others to violate the law – including the encouragement of radicalisation
- Downloading or sending confidential or copyrighted material (pictures, music, or movies that are copyrighted)
- Instant photo sharing on school premises

Communicating with Staff

- Using email or social networking sites to contact members of staff

Viewing Inappropriate Material

- Downloading, transmitting, or viewing pornographic or violent materials

Sending Harmful Messages or Material

- Sending harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race
- Cyber-Bullying by sending threatening, harassing, or offensive messages that are posted in newsgroups, chat rooms or forums, or via e-mail, instant messaging or social networking sites

Uploading Harmful Material

- Uploading a virus, Trojan Horse, worm, or other harmful or malicious form of programming or software

Gaining Unauthorized Access

- Gaining unauthorized access to other information systems, networks, or computers
- Allowing others to use your own personal passwords
- Using another person's password to access the internet and to send messages that mislead or confuse the recipient as to who is sending the message
- Using an anonymous proxy server to circumvent filtering

Engaging in Vandalism

- Attempting to harm or destroy data of another user, internet, or any of the other networks that are connected to any of the internet backbones
- Uploading or creating computer viruses
- Posting defamatory comments about the school or its staff

Avoid Revealing Personal Information

- Never reveal personal information, such as full name, home address, telephone numbers, email addresses, date of birth or any bank details via the internet without the permission of parents
- Never reveal personal information about another member of the Durston House community without the permission of that person, or if it is another pupil, the permission of that pupil's parents

Maintain Security

- Never arrange to meet someone unknown, having communicated with that person on the internet
- Notify a member of staff if a security problem is identified on the internet, without demonstrating the problem to others

Evaluation of these Guidelines

These Guidelines will be evaluated biennially by the school, amended where necessary and approved by SMT.

<i>Created</i>	<i>7 November 2011</i>	<i>WM</i>	<i>Version 1</i>
<i>Revised</i>	<i>10 October 2013</i>	<i>WM</i>	<i>Version 2</i>
<i>Revised</i>	<i>4 November 2014</i>	<i>WM</i>	<i>Version 3</i>
<i>Revised</i>	<i>8 November 2016</i>	<i>WM</i>	<i>Version 4</i>
<i>Approved</i>	<i>15 November 2016</i>	<i>SMT</i>	
<i>Next Revision</i>	<i>November 2018</i>		