

# Durston House

## Guidelines for Pupil Use of the Internet and Digital Technology

### 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.
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community.

### Use the Internet for Appropriate Purposes

- Only access school IT systems using the approved username and password. Do not share the username or password with anyone else
- 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 the Virtual Learning Environment, Accelerated Reader and online Maths sites as you have been instructed.
- 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.

### Use the School's IT Systems Correctly

- Using the school's IT systems in a way that breaches the principles of online behaviour set out in the Pupil Use of the Internet and Digital Technology Policy
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

**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

### **Installing Software**

- Installing software on, or otherwise altering, school IT systems.

### **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 or distributing a virus, Trojan Horse, worm, or other harmful or malicious form of programming or software

### **Gaining Unauthorised 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.*

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