



## **CHROMEBOOK USAGE GUIDELINES**

The computer network at Avon House School is made available to pupils for the purposes of learning and educational research. Pupils are expected to behave responsibly in using the facilities and the purpose of these guidelines is to set out the rules for appropriate use. A copy is available on the school website.

Please read this carefully with your child, then sign the relevant section on page 2 and return this to the school office in order for your child to access the school's network and internet.

Pupils must understand that:

- They must respect the school rules for computers
- They should only access the network via their own authorised account, which they understand is their own responsibility and should not make available to anyone else
- They will use the internet appropriately for education purposes and will not attempt to access websites that are either inappropriate or offensive
- They are responsible for rejecting any unsuitable material and will report this to a member of staff
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden
- They must not allow copyrighted material to enter the school. Therefore, they will not download software, games, music, graphics, videos or text materials that are copyrighted
- They must not use the network in any way that could bring the school's name into disrepute
- The school network administrators have full access to the system and pupil accounts and they reserve the right to examine or delete inappropriate files. All steps in using the network can be traced, including websites visited

### **Acceptable Use Policy for Pupil Email**

The use of email by pupils of Avon House School is permitted and encouraged where such use supports the goals and objectives of the school. All pupils are provided with their own email account for educational use only.

Avon House School has a policy for the use of email whereby pupils must ensure that they:

- Use email in an acceptable way
- Do not create unnecessary risk to the school by their misuse of the email system
- Comply with current legislation and policy
- Are responsible for the content of all emails sent and understand that the sending of offensive, profane or abusive email or other messages is forbidden. The use of school email accounts for bullying or harassment will not be tolerated as this is against school rules
- Notify a member of staff immediately if they receive any offensive or inappropriate emails
- Only open email attachments if they come from a known and trusted source
- Do not send email attachments containing any program, file or shortcut that damages or shuts down a computer, damages or alters the operating system or alters, deletes or otherwise modifies user files. This is strictly forbidden and is a criminal offence (Computer Misuse Act 1990)



**Monitoring**

Avon House School accepts that use of email is a valuable school tool. However, misuse of this facility can have a negative impact upon pupil productivity and the reputation of the school. In addition, all the school’s email resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems.

**Sanctions**

If a pupil is found to have breached these guidelines they will face the withdrawal of their email account and/or network usage for a period commensurate with the seriousness of the transgression. In addition to this, contact will be made with parents/carers to notify them of the school’s concerns.

Although the school makes every effort to ensure pupils cannot access inappropriate material through the use of SENSO safeguarding software which has been installed on the device, as well as staff supervision, the nature of the internet is such that there is no guarantee that ALL offensive sites have been blocked. However, the school believes that the benefits of providing access to ICT and the internet far exceed the potential drawbacks and hopes that pupils will act responsibly in using the facilities they have been provided with. We would also encourage parents to monitor their child’s internet activity.

**Responsibility for Devices**

The care of the device falls to the individual to whom it is assigned. The school suggests that devices are added to home insurance to cover any accidental damage that may occur. If devices are damaged through malice or intent by others, the school will follow the Behaviour and Discipline Policy and costs for damages will be passed on to the responsible parties.

**PARENTAL AGREEMENT**

I am aware that my child has been given access to the school’s computer network and internet and have explained and discussed these guidelines with my child

Child’s name: ..... Class .....

Parent’s name: .....

Signature: ..... Date .....