

The British Academy

Internet Policy

Internet Use:

The Internet is provided for students to support their learning, conduct research and communicate with others. Students are required to use the Internet responsibly and not mis-use this valuable resource. Remember that access is a privilege, not a right and that access requires responsibility.

Internet access for personal devices will be limited to specific class use and must be authorised by the ICT officer via a controlled password.

Individual users of the Internet are responsible for good behaviour on the Internet and communications over the network just as they are in the classroom or on the school compound. General school rules apply.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are in compliance of all school rules.

Students accessing inappropriate or offensive material will be denied further use of the Internet while on the school compound.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Accessing and/or deleting others' folders, work or files
- Intentionally wasting limited resources
- Using a flash drive from home without having it virus checked.
- Playing non educational games is not allowed.

- Playing of games unless authorized and supervised by a teacher.

Staff access to the Internet:

Training is available in the use of the Internet and the school's Database. The ICT Coordinator is responsible for this programme. **The school's wireless password is NOT to be given to students. When needed, students can use one of the school computers to access the Internet for class work.**

Staff using the Internet must never deliberately:

- Use it for any private purpose without permission from a member of the senior management team.
- Access information that is offensive and/or inappropriate for use in a school, and/or save it to floppy disc or the hard drive.
- Send offensive material through the school's internal or external email facilities.
- Open an email attachment without having it virus checked.

Information within files in staff personal areas on the network may, on rare occasions, be accessed by the network manager as part of their monitoring role. Such information cannot be assumed to be confidential. Abuse of the Internet can result in disciplinary action.

BE SMART - Internet Use by Example

The British Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.

- S** Keep your personal details Secret - Never use your parents' credit card without their permission, and always keep your name, address, and password private - it's like giving out the keys to your home!

- M** Never Meet someone you have contacted in Cyberspace without your parent's/guardian's permission, and then only when they can be present.

- A** Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.

- R** Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!

- T** Tell your parent or guardian if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!

Parent's Permission Letter

As part of the school's ICT programme, we offer pupils supervised access to the Internet. As part of our policy to allow use of the Internet, all pupils must now obtain parental permission. Both they and you must sign and return the attached form as evidence of your approval and their acceptance of the school rules on this matter.