



Please read these guidelines carefully.

At Cheltenham College Junior School we are proud of our information and communications technology (ICT) and computing. We would like you to use the equipment often to develop many aspects of your education.

If you are going to use our Network, the Internet or e-mail, you must **read and sign** these guidelines. If you are unable to agree to the guidelines you may not use our facilities. Anyone who does anything that breaks them may be banned from our computer facilities for a period of time. More serious offences will be dealt with appropriately.

1. General

- The ICT equipment is an expensive resource, used by everyone in the school. Everyone must play their part in keeping the equipment in good condition so that others can use it as well.
- You must have clean hands to use any keyboard, mouse or computer.
- No food or drink is allowed in the computer labs or near any of the computers in the school.
- There must be no running or messing around near computers or on computer chairs – computer rooms and classrooms are not part of the playground.
- Computers are provided for you to work on, which may include researching and fun (but focused) activities, but **not** Internet games or CD games (unless authorised by a member of staff).

2. Network

- You will be given your own username and password to log on. You may not use anyone else's. Your username is of the format surname.initials (2). You are responsible for logging out every time you leave a computer.
- You must keep your password private – if you think someone else knows it, you should change it by asking the network administrator.
- The school records when, where and who logs onto every computer.
- If you feel you can identify a security problem on the network, you must tell a member of the ICT department.
- Do not over-use the printer – you have a print quota for the term and will have to explain why you have run out.

3. Internet

The Internet offers many resources to both students and teachers. We would like you to use the Internet to research sites and add interest to your work in all subjects, but remember that the computers are provided for you to work on, which may include researching and fun (but focused) activities but not pointless or random 'surfing'.

- Under certain circumstances, the Internet can give access to undesirable information and pictures. We firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that you may access material that is inappropriate.



Cheltenham College Junior School - ICT Department

Network, Internet and E-mail – Acceptable Use Policy

- We have done all that is possible to ensure that you are protected from such information in the following ways:
 - We have installed our own protection software to filter out inappropriate sites we do not want accessed.
 - We log every click anyone makes on the Internet.
 - We include advice in the ICT & PSHE syllabuses about the dangers and pitfalls, as well as the advantages of the Internet.
- Children may not join in ‘chat’ with other users on the Internet.
- Access to social networking sites, such as Facebook, is not permitted at school.
- Internet games may not be played unless authorised by a member of staff.
- Any child who feels uncomfortable or upset by anything they discover on the Internet must report it to a teacher immediately.
- If an Internet resource is of a questionable nature it is the user’s responsibility to check with a member of staff to decide if they may or may not access that resource and the staff member’s decision is final.
- Illegal activities are strictly forbidden. This includes: downloading material subject to copyright (which may include photographs, music, film trailers), the use of Peer to Peer file sharing, threatening or obscene materials, or material protected by trade secret.

4. E-mail

- E-mail is provided as a privilege, not as right. We have the right to investigate e-mails if we have reason to believe there has been misuse.
- Note that e-mail is not necessarily secure or private. System operators have access to all mail.
- You should only send and receive e-mails from people you know – if you receive something from someone you do not know, you should delete it or check it with a member of staff before opening it.
- Children and staff should never reveal their own or others’ personal details, home addresses or telephone numbers on the Internet or via e-mail.
- Be polite. You should never be rude in your messages to others. Only write something you would comfortably say to them face-to-face.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- You should report any messages that are rude, vulgar or impolite to a member of staff.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Pupils may only use school e-mail addresses from the school network; all other e-mail accounts (such as Hotmail, Yahoo!igans, etc.) are disallowed.

5. Web-site policy

- Children are only referred to by first names on our web pages.
- Any pictures of children will not be labelled with their names.
- Any pupil work displayed on the website will only contain first names.



6. Mobile phones, cameras and electronic devices

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (play station portable), like Wiis and Nintendo DS, together with Bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging (web logging) services (like Twitter), to Skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms social networking sites (such as Bebo, Facebook and MySpace) and video sharing sites (such as YouTube).

This communication revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Cheltenham College Junior School to teach our pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

Day pupils should not bring mobile phones to school. Section Heads and Senior Management staff have mobiles that pupils may use, there is a payphone by the school office and, of course, in times of need, a school phone may be used with permission.

- In the case of changes to pick up times, essential information being communicated to Parents and for confirmation of pupils returning from trips we have a comprehension text messaging service called ‘Clarioncall’.
- Boarders are permitted a mobile, which is kept securely in the Sewing Room and may be used after Tea and prep responsibilities have been completed each evening. They must be returned to the Sewing Room before bedtime. Pupils may not use their mobile phones in any changing rooms or toilet areas and must be responsible in the use of any camera facilities.
- Other electronic devices that require a wireless connection are not permitted access to our network.
- Electronic devices, including mobile phones such as ‘iPhones’ that have access to the Internet through the mobile phone network are not permitted, including wireless dongles.
- On the rare occasions when pupils are permitted electronic devices during the day (including any trips or tours) a letter will be sent to Parents to inform them of their use and how staff will safeguard against misuse. (Mobile phones are not permitted on school trips without the permission of the Headmaster.)
- Pupils misusing their mobile devices may have them confiscated and may also be disciplined in accordance with our Discipline Policy, dependent on the severity of the misuse.
- We reserve the right to contact the Police if we believe any child has illegal content on any electronic device, including mobile phones.

Boarders:

These guidelines have been written with regard to the National Minimum Care Standards 2A (<http://www.boarding.org.uk>) and advice from the DfE, UKCCIS, BECTA and CEOP to ensure both boarding and day pupils are educated about the safer use of electronic means of communication and are adequately safeguarded from potential harm.



Note to Parents

As Internet access becomes more widely available in homes, we would like to remind parents of our school's approach to the issues surrounding such access.

All parents should be aware that, as well as the vast numbers of fantastic resources for children, in certain circumstances the Internet could give access to some unsavoury sites. We have done all that is possible to ensure children are protected from such information.

We would strongly urge all parents to consider the following ideas for children using the Internet at home:

1. Keep the computer that can access the Internet in a family or public space, where the screen is visible to anyone who is either passing or is in the room, or only allow access when you can supervise it.
2. Discuss with your children what the Internet will be used for, when and for how long
3. Set up protection software on the computer, including a log of where the user has been. Screen this on a regular basis and ensure children don't have access to the password to give themselves more rights. (Be aware that some sites which may appear innocent may be sponsored by less acceptable sites, including very graphic banners and adverts.)
4. Make sure that any social networking sites used by your child/ren are suitable for their age – e.g. Facebook requires a minimum age of 13.

Children can use their school e-mail account at home as it is web based. To do this they open the web browser and go to <http://mail.cheltcoll.gloucs.sch.uk/>. They then enter their username (surname.initials (2)) and their password.

Some good guidelines are available on-line at the following web addresses:

<http://www.parentscentre.gov.uk/worriedabout/internetsafety/> Government Website

<http://www.thinkuknow.co.uk/parents/>: Child Exploitation and Online Protection (CEOP) Centre

http://www.bbc.co.uk/parenting/your_kids/safety_internet.shtml: BBC

If you have any further queries, please do not hesitate to contact me:

Tel: 01242 – 522697

E-mail: fortune.nicky@cheltcoll.gloucs.sch.uk



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Please read and sign below. Unsupervised use of any ICT facilities will be not be available until you have signed and returned this form.

Pupil: _____

I have read and understand the Rules for acceptable ICT Use, and agree to comply with them. I will use the Internet, email and other ICT facilities at school in a safe and responsible way and observe all the restrictions explained to me by the school.

I have read, understood and discussed section 6 about electronic devices, including mobile phones, and agree that I will comply with the rules. I will not bring to school any devices that connect to the Internet via the mobile phone network or any wireless dongles. If I am boarding then I know that my mobile phone must go straight to the Sewing Room.

Pupil's signature _____

Date: ___/___/___

Parent: _____

I have read, understood and discussed the school Rules for acceptable ICT Use with my child, and as the parent or legal guardian of the pupil signing above, I grant permission for them to use the internet, email and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of Internet safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

I will not permit my child to bring any electronic devices, including mobile phones, to school unless they are boarding when I understand that their phone must go straight to the Sewing Room.

Parent's signature _____

Date: ___/___/___
