

William Ellis School

E-Safety Guide

Guidelines to students on using the networked computers

Computers are a great resource if used correctly and appropriately. These guidelines have been developed to help keep you and your work safe. Read them carefully and sign the agreement on the next page. You will also have to get one of your parents to sign it too.

- You should use your time on the computers to develop your knowledge and skills. You are not allowed to waste your learning time playing non-educational games.
- Your password is there to protect you and your work. You must never give your password to another student, even a friend. If you abuse this rule you and the other student are liable to be punished.
- If you see that a computer has been left logged on, you should log the machine off before you start to use it, logging on again with your own password.
- You must not change the setting of hardware or software and you must never remove a mouse or keyboard without the permission of a member of staff.
- You may not install or download any software to the computers. It is also strictly forbidden to bring in, download or look at inappropriate electronic material on memory sticks, phones or MP3 players. Students found to be doing so will have their equipment confiscated and their parents will be informed. A serious sanction will also be applied.
- You should be aware that files stored on the computers are scanned regularly and inappropriate files will be removed without notice.
- You should be aware that no Internet filtering system is 100% effective. You should immediately inform your teacher if you see any offensive material on a computer (This applies to anything of a violent, racist, dangerous or inappropriate sexual nature).
- You must never try to get round the filtering system. Students who abuse this will lose all access to the school computers.
- You may not use the school computers to access instant messaging or chat rooms.
- All messages and email sent via the computer systems must be polite and appropriate. The school email system logs all messages sent.
- You should only print out material with your teacher's permission. If you print out excessive numbers of copies or inappropriate material you will be asked to pay for it.
- You should be aware that Material found on the Internet is not always free and may be subject to copyright.
- Although your work will generally be backed up if you save it, this system can fail occasionally. If you need to back up an important piece of work (e.g. a piece of coursework), you can buy memory sticks from the ICT department at

competitive prices. BUT ALWAYS check with your teacher before plugging in any USB device.

Cyber safety and Cyber bullying

- For your own safety, never give out personal information such as phone numbers or addresses (yours or anyone else's) to a stranger on a website. This applies at home as well as at school. You should never agree to meet a person you have 'met' on the web without being sure who they are and discussing it with your parents.

Bullying is not tolerated at William Ellis and cyber-bullying is no different. Students found to be breaking the rules outlined below risk exclusion from school:

- You must not send texts, emails, photos or videos which may cause offence to others. If you receive offensive material **do not respond** to it, save it and report it to your Head of Year and/or parents as soon as possible.
- Remember that if you forward an email, photo or video from someone else you may be unwittingly involving yourself in bullying and you may be breaking the law.
- You must never take, edit, print or send digital photos of **any** member of the school without their express permission. (This also applies to mobile phone cameras.) Remember, it is breaking the law to put another person's photo on the Internet without their express permission.