**Ensuring outstanding conduct and safety**

**e-Safety Rules for Students**

- The school owns the computer network and can sets rules for its use. If you break the rules you may be breaking the law, and the school could inform the police.

- Users of the system are monitored to make sure that these rules are being observed and so that people can be kept as safe as possible. Staff can see the files stored in your area, read your emails, see the list of websites that you have visited and have access to screenshots of your screen display. Always use the system as though there were a teacher looking over your shoulder.

- You must only use your account to access the system.

- You must always keep your password secret. If you think someone has found out your password you must ask a member of staff to reset it for you.

- If you use the system in a way that harms other people or other people's access to it we may disable your account and ban you from accessing the system at all.

- All network and Internet use must be appropriate to education.

- Copyright and intellectual property rights must be respected.

- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers. This includes any messages sent in school whether email, facebook, twitter and so on.

- Anonymous messages and chain letters are not permitted.

- You must take care not to reveal personal information through email, personal publishing, blogs or messaging.

- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

- Please be aware that the use of mobile phones and internet connected devices in school are subject to the same e-Safety rules as school owned computers. These devices may be confiscated by a member staff if they believe devices are being used other than in accordance with these eSafety Rules. See the Mobile Phone Policy for more detail.

**The following rules are set to allow everyone to use the school system to help them to learn and achieve in a safe manner.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.