PINEWOOD

Est. 1875

COMPUTER RESOURCES (ACCEPTABLE USE) FOR PUPILS POLICY

A Whole-school policy including the EYFS

The school has provided computers for use by pupils, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all pupils, and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

IT Equipment and Systems

Whenever you use the school's IT systems, you should follow these principles:

- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Damaging, disabling or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk and will cut short your time with the ICT equipment.
- **Any removable media (such as CDs, DVDs and USBs etc) brought in must be checked with anti-virus software by the Head of IT or the IT Support Department and only used if they are found to be clean of viruses.**
- Computers are there for educational purposes. From time to time we do allow you to access suitable games in your free time.
- **No food or drink should ever be taken into the Computer Suite.**
- In the unlikely event that pupils bring their own laptop to school, we reserve the right to configure it to comply with the school system and security settings.
- Remember that the school monitors use of the school's IT systems and that the school can view content accessed or sent via its systems.

Security & Privacy

- **Protect your work: keep your password to yourself; never use someone else's logon name or password.**
- Other computer users should be respected and should not be harassed, harmed, offended or

insulted.

- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas will be treated like school lockers. **Staff may review your files and communications to ensure that you are using the system responsibly.**

Internet

- You should access the internet only for study or for school-authorised/supervised activities.
- Only access suitable material – using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive, or promote violence, discrimination or extremism is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Ensure that your online communications and any content you share online are respectful of others.
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about other pupils, even if the content is not shared publicly.
- Do not use the internet to distribute malicious software or to damage, interfere with, or gain unauthorised access to the computer systems of others.
- Use of 'chat rooms' and video calls are forbidden unless authorised by a member of staff, e.g., in the event of online learning, at these times additional internet safety protocols must be followed.'

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- **Only open attachments to emails if they come from someone you already know and trust.**
- Attachments can contain viruses or other programs that could destroy all the files and software on your computer. If in doubt, ask for advice.
- If you receive an email containing material of violent, dangerous, racist or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.
- All emails are electronically monitored for your safety and security.

Artificial Intelligence (AI):

- You should use AI responsibly by:
    - Developing ideas
    - For research or information gathering purposes
    - Understanding terms
    - To support with spelling and grammar
    - To help with the planning process or to create a structure.
    - To support proofreading.
    - To summarize and/or adapt text
    - To support revision through quizzes
- It is important that they use it honestly and ensure that they are aware of when and how they can use it. If in doubt, ask for advice.

- **You should not be presenting material generated from AI as your own work.**

Breaches of this Policy

A deliberate breach of this policy will be dealt with as a disciplinary matter using the school's usual procedures. In addition, a deliberate breach may result in the school restricting your access to school IT systems.

If you become aware of a breach of this Policy or if you are concerned that another pupil is being harassed or harmed online, you should report it to the Deputy Head or relevant member of staff. Reports will be treated in confidence.

Reviewed by: Angela Kirby, Head of Computer Science
Sarah Martyn-Fisher, Designated E-Safety Safeguarder
Review Date: September 2026
Next Review Date: September 2027

Reviewed and approved by: Governance Committee
Review Date: 5 October 2026
Next Review Date: September 2027