

Acceptable Usage Policy

Aim

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by Brain Builders Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

General

- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media.
- Isolated or once-off incidents of intentional negative behavior, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behavior.
- However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behavior.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicized personal information.
- Downloading materials or images not relevant to their classes, is in direct breach of the school's acceptable usage policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email / Google Drive / Internet Chat

- Students will not use personal email accounts in school unless directed to do so under supervision by or permission from a teacher.
 - Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
 - Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
 - Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
 - Students will not access to chat rooms, discussion forums, messaging or other electronic communication forums.
 - Many social media sites have minimum age requirements. While Brain Builders will not monitor this, we advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Any social media sites interactions for class purposes will be under the supervision of the teacher.
 - Students will not "tag" photographs or any other content which would identify any children or staff in the school without getting permission from those people first.
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- Please ensure that online messages and comments to the Brain Builders are respectful. Any messages written on social media are treated in the same way as written messages to the school.
 - Avoid any negative conversations about children, staff or parents on social media accounts.
 - Failure to keep the above rules will result in a permanent ban to our social media accounts.

Mobile Phones / Electronic Devices

- Brain Builders acknowledges the usefulness and practicality of mobile phones / electronic devices and recognizes their potential as an educational resource.
- Many features on mobile phones / electronic devices such as Organizer (calendar, calculator, convertor etc.) Applications (voice recorder, stopwatch, image editor, video recording) or even Alarms are very useful and may be used under the direction of the class teacher.
- Pupils using their own technology in school to send nuisance text messages is a direct breach of Brain Builders acceptable use policy.
- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of Brain Builders acceptable usage policy.

Sanctions

Misuse of the Internet and mobile devices may result in disciplinary action. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. Brain Builders reserves the right to report any illegal activities to the appropriate authorities.