



Computing: Acceptable Use Policy-

Please read this policy with your child carefully and keep safe for future reference.

This Acceptable Use Policy (AUP) applies to all VCP pupils offered access to VCP resources, another school's resources or any other ICT resources whilst enrolled at VCP.

General Principles

Use of the Internet and technology by pupils is permitted and encouraged where such use is suitable for learning or research purposes and supports the goals and objectives of VCP. The Internet and technology is to be used in a manner that is consistent with VCP standards and as part of the normal execution of a pupil's responsibilities.

VCP Internet IDs and web pages should not be used for anything other than VCP sanctioned communications. VCP email may be used for personal and school use but must be used with regard to the expectations of pupil conduct at the Prep. Passwords are to be kept private and must not be shared, unless required by those administering the network.

Use of any ICT is subject to monitoring for security, network management and wellbeing of pupils. Users may also be subject to limitations on their use of such resources. This is in line with recognised practices for schools.

The distribution of any information through the internet, computer-based services, email and messaging systems is subject to the scrutiny of the school. The school reserves the right to determine the suitability of this information. The use of computing resources is subject to Jersey Law and any illegal use will be dealt with appropriately.

As a pupil at VCP: -

- I will look after and respect our ICT equipment and resources in school. I will tell a teacher if something does not work.
- I will not bring my own technology to school unless I have been given permission to do so by my teacher.
- I will not bring a mobile phone to school unless it is essential for travel, or home arrangements.
- I will always login using my own username and password. I will not share my login details with anybody else. If I think that somebody else knows my login details then I will tell a teacher, so that my login details can be changed.

- I will only take photographs in school when I have permission to do so. I will not send or add any photographs taken on school property via messaging services or social media (Instagram, Snapchat, iMessage etc.)
- I know that my use of technology at school will be monitored for my safety. I agree that everything I do using technology at school will be reported to my teacher and the Internet Safety leader.
- I will not view or share any material that is unsuitable. If I accidentally see any unsuitable material, then I will turn off the screen and immediately tell a teacher. I understand that I will not be told off if I accidentally view unsuitable material and by reporting this, I know that I will help to improve the Internet Safety of the school.
- I will never share my details with people I do not know in real life. I will keep details such as my real name, my home address, and my telephone number private. I will never pass-on the personal details of another person.
- I will not access or try to access any websites or files that are blocked.
- I will always be polite when using technology; I will not post or send anything that is unkind or that could upset others. If I would not want my teacher to see it, I will not click send or post. If I see something that makes me uncomfortable or unhappy, I will tell my teacher who will help me.