



The
British School
of Monaco

POLICY SECTION: Section 5: **PASTORAL**

POLICY NUMBER: 5.10

WHOLE SCHOOL STUDENT ACCEPTABLE INTERNET USE POLICY

EFFECTIVE FROM: 5/VIII/2022

LAST REVIEWED: 01/V/24

REVIEW DATE: Summer 2025

THE BRITISH SCHOOL OF MONACO

Our School Mission Statement

To provide Monaco families with a family-owned British curriculum school and an intimate nurturing community that motivates students to become grounded, passionate and aspirational learners. We want our students to enjoy each precious year of childhood as they grow into adults.

Our School Vision Statement

Our vision is to inspire our students to:

- ✓ try their hardest;
- ✓ think boldly, mindfully and creatively;
- ✓ act with integrity and empathy;
- ✓ lead with distinction;
- ✓ serve with a generous spirit –

and enjoy all that our school can offer.

Rationale

The use of the latest technology is actively encouraged at the British School of Monaco but with this comes a responsibility to protect students, staff and the school from abuse of the system. All students, therefore, must adhere to the Policy set out below. This policy covers all workstations, laptops, mobile telephones and other electronic devices within the school, irrespective of who the owner is.

All students are expected to behave responsibly whenever using school computers.

Aims

The purpose of the British School of Monaco Acceptable Internet Use Policy is to ensure that all students use technology in school effectively, safely and responsibly, to facilitate learning on a 24/7 basis, and to help ensure that they develop the attributes of competent digital citizens. The ICT Acceptable Use Policy provides guidelines for using digital hardware and software on

individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (e.g. printers, servers, whiteboards, projectors, etc.) when students are at school. The Agreement also establishes rights and responsibilities for all users, in and out of school.

All users of the school network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the school's Code of Conduct. Signatures on the Letter of Agreement (see 5.07a) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

Advice to Students

1. Personal Safety

- Always be extremely cautious about revealing personal details and never reveal a home address, telephone number or email address to strangers.
- Always inform your teacher or another adult if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.
- Do not play with, or remove any cables that are attached to a school computer.
- Always be yourself and do not pretend to be anyone or anything that you are not on the Internet.
- Do not arrange to meet anyone you have met on the Internet; people are not always who they say they are. If in doubt, tell your parents, ask a teacher or another member of staff.

2. System Security

- You are only permitted to log on as yourself.
- Do not give share your password with anyone. If you suspect someone else knows your password, change it immediately.
- Do not alter school hardware in any way.

3. Inappropriate Behaviour

- Do not use bad or threatening language.
- Do not post or send information that could cause damage or disruption.
- Do not engage in personal, prejudicial or discriminatory attacks.
- Do not harass another person. 'Harassment' is persistently acting in a manner that distresses or annoys another person.
- Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.

- Do not post or send private information about another person without their prior agreement.
- Cyber-Bullying of another person either by email, online or via texts will be treated with the highest severity. Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at the British School of Monaco.
- Parents and students in all year groups using any social media forums must, at all times, demonstrate respect for the members of the school community (including all students and personnel).
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community; including but not exclusively to the use of WhatsApp, Snapchat, Messenger and Instagram.
- Do not access, or post, material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people.
- If you mistakenly access such material, please inform your teacher or another member of staff immediately or you may be held responsible.
- Do not attempt to use proxy sites on the Internet.
- Do not take or post a photo of another student or member of staff without their permission.

4. Email & messages

- Do not reply to spam mails as this will result in more spam. Delete them and inform your teacher.
- Do not open an attachment from an unknown source. Inform your teacher as it might contain a virus.
- Do not use email (including web mail) during lessons unless your teacher has given permission.
- Do not send or forward annoying or unnecessary messages to a large number of people, e.g., spam or chainmail.

5. Plagiarism and Copyright

- Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the Internet or anywhere else.
- You should respect copyright. Breaking copyright law occurs when you reproduce a piece of work. You should request permission from the copyright owner. This includes music files and the copying of CDs, downloading of films from illegal sites and other such formats.

6. Privacy

- All files and emails on the system are the property of the school. As such, system administrators and staff have the right to access them if required.
- Do not assume that any email sent on the Internet is secure.
- All network access, web browsing and mails on the school system are logged. - If you are suspected of breaking this Policy, your own personal laptop/device and mobile telephone can be searched by staff. - The school reserves the right to randomly search the Internet for inappropriate material posted by students and to act upon it.

7. Software/hardware

- Do not install any software on the school system.
- Do not attempt to download programs from the Internet onto school computers.
- Do not knowingly install spyware or any sort of hacking software or device.
- Report equipment problems immediately to a teacher.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the network administration and/or IT Department's permission is prohibited.

8. Sanctions

- Sanctions will vary depending on the severity of the offence; they will range from a warning or withdrawal of Internet use, to suspension or expulsion.
- A breach of the law may lead to the involvement of the police.

9. General and Best Practice

- Think before you print; printing consumes resources which is bad for the environment.
- Priority must be given to students wishing to use the computers for school use.
- Always log off your computer when you have finished using it. Do not lock the computer so that others cannot use it.
- Always back up your work if you are not saving it on the school system. Work saved on the school system is backed up every night for you but be careful if you only have a copy of your work on a memory stick.
- Avoid saving or printing sizeable files (e.g., above 5mb); if in doubt ask a member of IT support.
- Observe Health and Safety Guidelines; look away from the screen every 10 minutes to rest your eyes and make sure your chair is positioned and adjusted to the correct height to the desk.
- Housekeep your email regularly by deleting old mail.

- If a web page is blocked that you feel you have a legitimate use for, please ask IT support and it can instantly be unblocked if approval is given.
- If in doubt, ask a member of the IT support office.

10. Mobile Phones / Mobile Devices

Students' mobile phones are not allowed in the primary school.

11. Music/Video Players (e.g., iPods, EarPods). Music and video players are not allowed in school.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Founders, taking account of students' opinions and concerns, and parental view, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.