

Computer Use Policy

Policy number	PS014
Applies to	Prep School
Endorsed by	Headmaster
Responsibility	Headmaster
Date reviewed	February 2020
Next review	March 2021

The Prep School's computers are all connected to the main Bedford School network. On joining the school all pupils are advised of the School's Acceptable Use Policy. This policy is based upon the following premise:

- All users ought to be able to have confidence that their computer files will not be deleted, modified or accessed by unauthorised people, and that their use of the system will not be hampered by inconsiderate use by others.
- No illegal activities may be undertaken or stored within the School's system.

To fulfil the above aspirations the following points are to be adhered to.

- All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, whether by personal or school owned digital equipment, is unacceptable and will be taken very seriously.
- Pupils may not alter any of the settings on School computers
- Pupils may not install any software
- Computers may not be used for sharing of music/videos or playing games during the main school day
- Pupils may not at any time, seek out, store on any digital system, or transmit to other users, material that might be deemed inappropriate or offensive.
- Pupils must keep their password secure
- Pupils must not log on using other people's user IDs
- No digital device, whether school provided or personally owned, may be used for bullying or harassment of others in any form
- No digital device may be used to express negative opinions of the school or its members
- All users should log off the network when leaving devices unattended
- All users should understand that network activity and online communications are monitored
- The computers in the Library may only be used for school work at any time

The primary purpose of the School's computers is to enhance learning. Pupils may use the computers in W1 for doing schoolwork as defined below at lunchtime and during breaks on days when these rooms are open. The same rules apply when boys are using their own computers, tablets or other devices.

School Work

School work is defined as producing a document or file which is related to what pupils are doing in class or for teams/clubs/activities/houses. Using Mathletics for work which has been set by a teacher is counted as school work but playing games on Mathletics Live is not.

Simple browsing of the Internet and playing games, even if they are educational and are on eLearning courses, is NOT doing school work and is not allowed during the school day.