



BBIA Computer and Internet Usage Policy

Suitable uses of the Internet are those actions that support learning and teaching. Internet access has been made available for educational purposes consistent with BBIA's curriculum and the general Internet usage standards. The term "educational purposes" pertains to aspects of learning, academic activities, career development, and other approved activities in a school setting.

Prior to using the Internet in any classroom, it is necessary that both students and parents fully understand BBIA's Computer and Internet Usage Policy. In turn, this will make the students responsible for their actions and educate the entire school community about the established guidelines related to the use of the Internet.

All students and parents/guardians are asked to read this policy. *In case you do not consent to the terms of this policy, please print and return this form to your child's teacher.*

Note to all teachers: before starting to use the Internet in instruction, ask your students and parents to read and thereby acknowledge the Computer and Internet Usage Policy, unless stated otherwise.

Dear Parent or Guardian,

With your consent, your child will be able to access and use the Internet at school as part of their education. Below is the list of rules for Internet use at the school. Please read them carefully before you consider permitting your child to use the Internet at school.

Guidelines for Internet Usage:

- All students must have permission from their parent or guardian authorizing them access to the Internet.
- The condition for using a computer is respecting the computer equipment and network.
- Students must notify the teacher immediately of any inappropriate material they may encounter while using the Internet.
- For safety reasons, students must not release any personal information such as telephone number, full name, or address, to anyone on the Internet.
- Students must not, in any circumstance, give anyone their password or allow another student to use their school account.
- Students must obtain permission from the teacher before downloading any programs or photos from the internet.



BBIA - BUDAPEST BRITISH INTERNATIONAL ACADEMY

ADDRESS: 1036 Budapest, Árpád fejedelem útja 79. PHONE: +36/30-563-5528 E-MAIL: office@bbiacademy.net WEBSITE: www.bbiacademy.net

- Under no circumstances should a student provide passwords to other students or allow anyone to use their login and password.
- Students are not authorized to load any software on a computer system.
- Students are not allowed to play CDs or DVDs on the school's computers.
- All students are banned from using obscene, vulgar, rude, threatening, disrespectful, or in any way inappropriate language while using the school's computers.
- Students are not allowed to plagiarize any written assignments found on the Internet. Copying and pasting work from the Internet is a serious offence.
- Students are not allowed to either change the set-ups of the computers or remove or add programs to any school computer.
- No food or beverage will be allowed around the computers.
- Students may not unplug keyboards or mice without permission from a teacher.
- Students are required to report any problems related to the computer they are using to a teacher. Failing to follow these rules can result in the suspension of the student's computer account and/or other disciplinary measure.
- Students are not allowed to play CDs or DVDs on the school's computers, unless permitted by their teacher.
- Students are responsible to report any problems they see with the computers immediately to the teacher in charge. Failure to follow these rules and standards can result in the suspension of the student's computer account and/or other disciplinary action.

I understand if I do not follow these policies, I will have to face the consequences explained to me.

Disrespecting or violating any of these rules may result in withdrawal of permission to use the Internet and school network, and may also result in appropriate disciplinary action.

Please sign below if you **do not** grant permission and please return this form to the School.

I _____ (Parent Signature) **DO NOT** give permission for my son/daughter to access the Internet and to publish class-related information on it in accordance with the above guidelines.

Budapest June 2025

Date to be reviewed: June 2027 or as required