

# **COWORTH-FLEXLANDS SCHOOL**

## **ICT - ACCEPTABLE USE POLICY**

### **INTRODUCTION**

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using Information Communications Technology, for example web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop these life skills. In delivering the curriculum, teachers plan for and make use of ICT to enhance the learning experience.

Networked resources, including Internet access are available to students and staff. All users are required to follow the conditions laid down in the Acceptable Use Policy. Any breach of conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the individual's use of services, and in cases of serious misconduct, criminal prosecution. Any breach of the conditions is considered to be a disciplinary matter.

Networked resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. Any expression of a personal view on school matters in any electronic form of communication must be endorsed to that effect. Any use of the network that would bring the name of the school into disrepute is not permitted.

The school expects that staff will use new technologies as appropriate within the curriculum and that they will provide guidance and instruction to pupils in the use of such resources. Network use is regularly revisited in ICT lessons and seminars from for example ChildNet and Microsoft are also organised.

Independent pupil use of the Internet or the school's Intranet will only be permitted upon receipt of a signed permission and agreement form. All computer systems are regularly monitored to ensure that they are being used in a responsible fashion.

### **CONDITIONS OF USE**

#### **Personal Responsibility**

Access to networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are intended. Users have responsibility for the physical security and upkeep of hardware and peripherals (such as cameras, projectors and printers) they are using. Users accept personal responsibility for reporting any misuse of the network to the ICT Coordinator.

#### **Acceptable Use**

Users are expected to utilise the network in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable but the following list provides guidelines on the matter:

### **NETWORK ETIQUETTE AND PRIVACY**

Users will be provided with training in the areas of Internet safety and etiquette and are expected to maintain a high standard of personal integrity. Guidelines include, but are not limited to the following:

- Be polite - never send or encourage others to send abusive messages. Re-read emails prior to sending.

- Use appropriate language - users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Do not use language which could be calculated to incite hatred against any ethnic, religious or other minority group.
- Privacy - do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
- Password - do not reveal your password to anyone with the exception of pupils sharing their login details with their parents / carers. If you think an unauthorised person has learned your password please contact the ICT Coordinator.
- Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages and in common courtesy, reply to emails.
- Pupils will use approved class email accounts under supervision of a member of staff.
- Disruptions - do not use the network in any way that would disrupt its use by others.
- Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them. The network is filtered by RM SafetyNet Plus allowing the ICT Coordinator to further permit or deny access to a website.
- Staff or pupils finding unsuitable websites through the school network should turn off the monitor and report the web address to the ICT Coordinator.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- The school will ensure that image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Maintain anti-virus protection at home and do not introduce pen drives to the network without having them checked for viruses.
- Do not attempt to visit websites that might be considered inappropriate. (Such sites include those relating to illegal activity). All sites visited by individual users leave evidence which can be accessed by the ICT Coordinator.
- Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas.
- Files held on the school's network will be regularly checked by the ICT Coordinator.
- It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.

### **UNACCEPTABLE USE**

Examples of unacceptable use include but are not limited to the following:

- Users must login with their own user ID and password where applicable, and must not share this information with other users, with the exception of pupils sharing their login details with their parents / carers. They must also log off after their session has finished, leaving the work area as they would wish to find it.
- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety.
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates copyright law. This includes through Video Conferencing and Web Broadcasting.
- Receiving, sending or publishing material that violates The Data Protection Act or breaching the security this act requires for personal data.
- Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access to data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

### **Additional Guidelines**

- Users must comply with the acceptable use policy of any other networks that they access.
- Users must not download software without approval of the ICT Coordinator
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). These aspects are regularly revisited in the ICT curriculum.

### **SERVICES**

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system, or user errors or omissions. Use of any information obtained via the network is at your own risk. Provided users store information in the prescribed space on the network, such data will be backed up at least twice a week and a full copy back up will be held off site.

### **NETWORK SECURITY**

Virus protection and Windows updates are applied on a regular basis. Users are expected to inform the ICT Coordinator immediately if a security problem is identified. Do not demonstrate this problem to other users. Users must login with their own user id and password where applicable, and must not share this information with other users. Users identified as a security risk will be denied access to the network.

### **PHYSICAL SECURITY**

Staff users are expected to ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used. Items left unattended must be physically secured by Kensington Locks (supplied). Wall anchorage is provided for laptops.

### **WILFUL DAMAGE**

Any malicious attempt to harm or destroy any equipment or data of another user connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral.

### **MEDIA PUBLICATIONS**

Written permission from parents or carers will be obtained before photographs of pupils are published. Named images of pupils will only be published with the separate written consent of their parents or carers.

Publishing includes, but is not limited to:

- The school website
- Web broadcasting
- TV presentations
- Newspapers and magazines
- Advertising posters



**COWORTH-FLEXLANDS**

**ICT ACCEPTABLE USE POLICY**

**Permission Form**

Please review the Acceptable Use Policy. Sign and return this permission form to the school office.

**Name of Pupil:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil/s I have read the Acceptable Use Policy and grant permission for my son or daughter / child in my care to access the school network and related activities. I understand that Internet access is intended for educational purposes and that every reasonable precaution has been taken by the school to provide for online safety.

I give / do not give (delete where appropriate) permission for my child (unnamed) to appear on the school website. I accept that if the school considers it appropriate, my child's work may be chosen for inclusion. I understand and accept the terms of the Acceptable Use Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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