



USE OF NETWORK AND INTERNET POLICY

1. Staff and Pupils

- A. When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
- B. Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the statutory curriculum, access to the Internet remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner and should be withdrawn if they fail to maintain acceptable standards of use.
- C. Staff should ensure that pupils know and understand that no network user is permitted to:
 - Retrieve, send, copy or display offensive messages or pictures
 - Use obscene or racist language
 - Harass, insult or attack others
 - Damage computers, computer systems or computer networks
 - Violate copyright laws
 - Use another user's password
 - Trespass in another user's folders, work or files
 - Intentionally waste resources (such as printer toner or paper or downloading unnecessary files)
 - Use the network for unapproved commercial purposes
- D. All pupils are required to sign an acceptable use policy before being given access to the network and internet. Summaries of this are posted in the ICT suites.
- E. Overall responsibility for Internet use and monitoring lies with the Deputy Head.

2. Location and Supervision

- A. The internet access provided to pupils and staff is filtered using a filtering system. All users should be aware that the school can, and does track e-mails sent and received by individual users.
- B. Internet access for pupils in school should be available only on computers that are in highly- used areas of the school such as classrooms, libraries, study rooms, computer and laboratories. Machines which are connected to the Internet should be in full view of people circulating in the area.
- C. While using the Internet at school, pupils should, where possible, be supervised, however, when appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission. In all cases pupils should be

reminded of their responsibility to use these resources in line with the school policy on acceptable use.

- D. The School will ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist. The School uses the SMART system of working.
- E. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly.

3. Examples of Acceptable and Unacceptable Use

- A. On-line activities which are encouraged include, for example:

Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.

Use of the Internet to investigate careers and Further and Higher Education.
The development of pupils' competence in ICT skills and their general research skills.

- B. On-line activities which are not permitted include, for example:

Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers. Copying, saving and/or redistributing copyright protected material, without approval.

Subscribing to any services or ordering any goods or services, unless specifically approved by the school.

Playing computer games or using other interactive 'chat' sites unless specifically assigned by the teacher.

Using the Internet in such a way that use of the network by other users is disrupted, for example, downloading large files during peak usage times, sending mass email messages. Publishing, sharing or distributing any personal information about a user, such as, home address, email address, phone number, etc. This includes any activity that violates a school rule.

4. Advice for Parents

- A. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, films, radio and other media.
- B. Appropriate home use of the Internet by children can be educationally beneficial and can make a useful contribution to home and school work. It should, however, be supervised and parents should be aware that they are responsible for their child's use of the Internet resources at home.
- C. It is advised that parents provide filtered and monitored access to the Internet for pupils, and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.

D. Such guidance and advice should include the following:

Parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use.

Parents should get to know the sites their children visit and talk to them about what they are learning.

Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.

Adcote School: ICT Network Use Agreement

The computer system is owned by the School and is made available to the pupils primarily to further their education. This Network Use Agreement has been drawn up to protect the pupils, the staff and the School.

Girls and their parents should be aware that the School reserves the right to examine or delete any files held on the computer system. Internet sites visited will be logged and monitored, as will emails sent and received on the School system.

Rules

- A. All users must sign an ICT Network Use Agreement.
- B. Users should be aware that use of the system is monitored.
- C. Inappropriate use of the network or Internet facility will result in that pupil's access being removed.
- D. Access to the Internet is filtered. If a user becomes aware that inappropriate material is getting through the filter, this must be reported to a member of staff immediately. Users must not attempt to bypass these filters or use proxy sites eg VPNs.
- E. The school network must not be used for the storage of copyright materials, including, but not limited to, music, videos and images. Storage of personal photographs will only be permitted within reasonable limits.
- F. No unauthorised contact, purchase or payment should be made over the internet.
- G. Access to the network must only be made via the pupil's authorised username and password. If any pupil suspects that their password is known by another pupil, they should make an immediate request to the IT Manager to have it changed.
- H. Save your work and log off before leaving your computer. Do not leave yourself logged in or be sure to lock the computer if you are not in the room.
- I. The network and internet facility are provided for educational purposes and this use shall have priority at all times.
- J. The ICT suites are work areas, not areas in which to socialise.
- K. Users should work quietly without disturbing others.
- L. No food or drink of any kind is allowed near computers at any time. This includes sweets and snacks.
- M. The ICT suites should be left tidy after use. Please dispose of any unwanted printouts appropriately and take all of your belongings with you.
- N. If using the ICT suite for private study during normal lesson times, pupils must avoid disturbing timetabled lessons.
- O. The downloading or installing of any program, screensaver, game, etc. without permission from an authorised person is forbidden.
- P. Any activity which threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Q. No pupil may plug anything into or remove any plug from the back of the PC. USB devices may only be connected via USB extensions or USB sockets on front of PC's as provided.
- R. Headsets are provided for educational use in lessons only. If you wish to listen to music outside of lessons, you should supply your own headphones.

- S. Any problems with ICT equipment, system use or misuse of ICT facilities should be reported promptly to a member of staff.
- T. Paper supplied for the printers should not be used for other purposes.
- U. Any notices about the ICT rooms and system will be posted on the notice boards. All users are expected to check the boards on a regular basis and comply with any notices.
- V. Email is made available to users in Year 6 and above on the condition that it used appropriately. This means that all messages sent should be both polite and truthful. Be aware that email can be forwarded on to someone other than the intended recipient.
- W. Users must take care not to reveal personal information (such as your school or home address, phone number or photos) through email, personal publishing, blogs or messaging.
- X. The sending of anonymous messages or chain letters is not permitted.
- Y. Boarders may use the ICT network in the evenings and at weekends for homework, email and recreation but are subject to supervision by boarding staff. If the rooms are left in an untidy state, or damage to equipment occurs, this privilege will be withdrawn.

Sanctions

- A. Misuse of the facilities will result in access to the network being limited to lesson and designated prep times, or in extreme cases a complete ban on access.
- B. Misuse of the internet will result in the loss of internet access and other disciplinary procedures as appropriate.
- C. Misuse of email will result in the loss of email facilities.
- D. Wasteful use of the colour or black and white printers will result in a charge being made.
- E. Using the ICT system to generate malicious messages to people inside or outside Adcote School could lead to withdrawal of all ICT privileges and further sanctions.

Hints and Tips

- a. Files stored on the network are backed up regularly; however, it is sensible for users to keep a separate copy of key pieces of work (e.g. coursework) on the Google Drive facility associated with their email accounts.
- b. Users should use folders to organise their 'My Documents' area to facilitate the easy retrieval of all their work.
- c. Users should save all their work with meaningful file names which should be neither too long nor contain unusual characters. Filenames which are excessively long or contain certain non-alpha numeric characters may not be backed up.
- d. Passwords should be kept secret; you can be held responsible for any actions taken by someone using your user name.
- e. Think before you print. Check the print preview to be sure of what will print out. If a printer does not respond, do not send multiple copies, but report the problem to a member of staff instead.

ICT Network Use Agreement

Access to the ICT Network will be denied unless a signed copy of this agreement is returned to the

ICT coordinator within one week of starting Adcote School.

I have read the Rules for ICT Network Users and agree to abide by them.

I understand that my use will be monitored.

I agree to use the system responsibly and with consideration for other users.

I understand that I will be subject to sanctions and restrictions if I break these rules.

NameYear

Signature of PupilDate

Signature of Parent Date

Acceptable Network Use Summary

- Always use your own logon and keep your password secret.
- Be polite and respectful to others and leave the computer as you found it.
- Treat all ICT equipment with care.
- Do not eat or drink near the computers.
- Computer use for educational purposes has priority at all times.
- Irresponsible use may result in the loss of network or Internet access.
- Think before you print.
- Copyright and intellectual property rights must be respected.
- Do not use the school network to store and share copyright music files.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- Never arrange to meet a stranger.
- Take care not to introduce viruses onto the network. If you are unsure, or suspect that a computer has a virus, please talk to a member of Staff.
- Be aware that the school can check your computer files and emails at any time.