



# COLYTON GRAMMAR SCHOOL

## ICT ACCEPTABLE USE POLICY

Any breach of this Acceptable Use Policy (AUP) may result in school discipline or legal action. Wasting time or inappropriate use takes up valuable resources which could be used by others to benefit their studies. School computers must only be used for homework, coursework or researching a task as part of your course of studies.

<b>General</b>	
<b>Do</b>	<ul style="list-style-type: none"><li>• check the computer you are about to use before doing so and report any damage or problem to a member of staff immediately.</li><li>• use the computers for educational purposes to enhance your learning.</li></ul>
<b>Do not</b>	<ul style="list-style-type: none"><li>• attempt to install any form of program, doing so may lose your work and damage the School's computers and network.</li><li>• damage, disable, or otherwise harm the operation of computers.</li><li>• waste resources, such as computer memory, paper, toner, etc.</li><li>• eat or drink in an ICT room or near any computer.</li><li>• play games unless given specific permission by a member of staff.</li><li>• waste time on a computer - someone else may want to use it for school work.</li><li>• try and fix problems yourself. Seek help from the IT Support team.</li></ul>
<b>Security and Privacy</b>	
<b>Do</b>	<ul style="list-style-type: none"><li>• protect your work by keeping your password to yourself; change your password regularly</li><li>• respect other computer users.</li><li>• respect the security on the computers - attempting to bypass or alter the settings may put you or your work at risk.</li><li>• take care of any removable storage you use, such as floppy disks or flash memory sticks/pens.</li></ul>
<b>Do not</b>	<ul style="list-style-type: none"><li>• logon as someone else.</li><li>• give your password to anyone else, you will be held responsible for what they do.</li><li>• reveal your home address, telephone number, school name, or picture to people you meet on the Internet.</li><li>• harass, harm, offend or insult others.</li><li>• interfere with a computer that someone else is already logged on to.</li><li>• compromise the security of any ICT or computer system.</li></ul>
<b>Printing :</b> costs a great deal of money;	
<b>Do</b>	<ul style="list-style-type: none"><li>• check, using print preview, that the page is correct before printing it.</li><li>• print copies of your work when requested to by a member of staff.</li><li>• print in black and white unless specifically requested to print in colour by a member of staff.</li></ul>
<b>Do not</b>	<ul style="list-style-type: none"><li>• print unless you have been requested to do so by a member of staff.</li><li>• print on colour unless specifically requested.</li><li>• print multiple times. Print once and wait. Seek help if the print does not emerge.</li><li>• forget to pick your print up and print it again!</li></ul>
<b>Internet :</b> Internet access is provided by an educationally based ISP, providing a strict filtering policy.	
<b>Do</b>	<ul style="list-style-type: none"><li>• access the Internet for study or for school authorised/supervised activities.</li></ul>

	<ul style="list-style-type: none"> <li>• access only suitable material</li> <li>• respect the work and ownership rights of people outside the school as well as other students or staff .</li> <li>• be careful not to break any copyright laws.</li> </ul>
<b>Do not</b>	<ul style="list-style-type: none"> <li>• use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.</li> <li>• buy or sell goods.</li> <li>• 'Chat' or use instant messaging services within school</li> </ul>
<b>Email :</b>	You are responsible for what is written in, or attached to a message.
<b>Do</b>	<ul style="list-style-type: none"> <li>• appreciate that other users might have different views from your own and be polite.</li> <li>• save email attachments before opening them.</li> <li>• report any emails you receive containing material of a violent, dangerous, racist, or inappropriate content to a member of staff.</li> <li>• discourage anyone from sending any email that would violate this Acceptable Use Policy</li> <li>• remember that once you press send you lose control of what you have written. It may be forwarded and made public.</li> </ul>
<b>Do not</b>	<ul style="list-style-type: none"> <li>• use strong language, swear or use aggressive behaviour; it is as anti-social on the Internet as it is on the street.</li> <li>• send anonymous, abusive or annoying messages.</li> <li>• subscribe to any automatic emailing service.</li> <li>• send, forward or respond to chain letters.</li> <li>• use email as a 'chat' or instant messaging system from school.</li> </ul>
<b>Staying within the law :</b> The Internet, email and other applications available on the School's computers must be used for lawful purposes only, and must comply with all relevant legislation. Email and other electronic communications and files are admissible in court as evidence.	
<b>Do not</b>	<ul style="list-style-type: none"> <li>• write anything about anybody that you would not want to be read out in open court. Individuals may have the right to see a copy of information held about them at any time under the Data Protection Act, and this includes email messages.</li> <li>• copy or use any file without first checking its copyright. Copyright and intellectual property rights must be respected and the law adhered to.</li> </ul>
<p>You may also be placing yourself at risk of prosecution if unlawful action is involved. A number of laws apply, including The Computer Misuse Act 1990, Defamation Act 1998, Race Relations Act 1976, Criminal Justice and Public Order Act 1994, and others.</p>	
<b>Monitoring :</b> Use of the School's computers will be recorded and monitored by any means at the School's disposal, including -	
	<ul style="list-style-type: none"> <li>• viewing a screen remotely when a student is logged on.</li> <li>• reading incoming and outgoing emails.</li> <li>• logging and reviewing internet sites accessed</li> <li>• viewing files stored in user's areas.</li> </ul>
Files deemed inappropriate in the content or use of the computer will be deleted from user's areas.	
Remember that the School's computers are not your private property but a shared resource.	



# COLYTON GRAMMAR SCHOOL

## ICT ACCEPTABLE USE POLICY

### Responsible Use ICT Facilities

Please complete, sign and return this page to the Network Manager

(Access to the resources available on the School's computers may be restricted until this form is returned.)

**Pupil:**

**Form:**

### Pupil's Agreement :

I have read and understand the Acceptable Use Policy (AUP). I will use the computer system and Internet in a responsible way and obey these rules at all times.

**Signed:**

**Date:**

### Parent's Consent for Internet Access :

I have read and understood the School AUP and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities other than such as may be caused by the negligence of the Colyton Grammar School or their employees.

**Signed:**

**Date:**

**Please print name:**