ICT Acceptable Use Policy

To qualify for Network, Internet and e-mail access, students and parents must read sign and return the agreement attached to this Acceptable Use Policy.

The staff at Carre's Grammar School strongly believe in the educational value of such electronic services and recognise their potential to support the curriculum. Every effort will be made to provide quality experiences to students and teachers using this information service. However, inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990[1] is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

1. Unauthorised access to computer material (that is, a program or data).
2. Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
3. Unauthorised modification of computer material.

Please read this document carefully, only once it has been signed and returned will access to the computer system be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Network, Internet and e-mail will be denied and the student will be subject to disciplinary action.

Terms and Conditions of This Agreement

1. Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the schools network.

2. Acceptable Use

The use of ICT must be in support of education and research in accordance with the educational goals and objectives of Carre's Grammar School. Students are personally responsible for this provision at all times when using any ICT resource.

Use of other networks or computing resources must comply with the rules appropriate to that network. (e.g. within other partners of the Joint Sixth Form or when on work placement)

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

3. Privileges

The use of the ICT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of the school staff as to proper behaviour and use of the facilities. Carre's Grammar School staff will rule upon inappropriate use and may deny, revoke or suspend usage.

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[1] http://schools.becta.org.uk/index.php?section=is&catcode=ss_to_es_pp_le_03&rid=9962

4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

BE POLITE. Never send or encourage others to send abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

PASSWORD. Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of ICT Support immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

OTHER CONSIDERATIONS:

- Be brief. Few people will bother to read a long message. Proof read your message to ensure that it is error free and easy to understand.
- Remember that humour and satire are very often misinterpreted.
- Cite references for any facts that you present. Do not copy other peoples work and imply that it is your own. If you do so you are almost certainly guilty of plagiarism. Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications.
- Respect the rights and beliefs of others.

5. Services

Carre's Grammar School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Carre's Grammar School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the students own risk. Carre's Grammar School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a member of ICT Support at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer

hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Online Ordering systems

One of the many facilities available via the Internet is the ability to order goods and services whilst online. This technology is still undergoing development and several questions have been raised with regard to the issues such as security of online credit card ordering. Because of the security and other ethical issues attached to this facility, Carre's Grammar School has a moral responsibility in this area. It is therefore strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature. In addition it is also forbidden for students to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

9. Electronic Mail

Electronic mail (Email) is provided by the school, the use of Internet based e-mail systems is forbidden. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (spamming).

10. Chat Services

Students are not permitted to use the chat services available on the Internet.

11. Internet Search Engines

Students are required to use Internet search engines responsibly. If students are found to be searching for material unsuitable and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing safety filters from Internet Search engines in order to access unsuitable material. This includes but is not limited to the removal of Google's SafeSearch feature.

12. Executable, Music and Video Files

Students are strictly forbidden from introducing executable files *(e.g. '.exe, .cmd, .bat, .bin')* to the network as these can is some cases contain harmful viruses. This includes but is not limited to copying such files onto the Public Drive (P:\), saving them on your Home Area (H:\) and running them off your USB memory stick.

Students are strictly forbidden from introducing music and video files *(e.g. '.mp3, .mp4, .mpeg, .wav, .avi')*. These files in many cases are copyrighted and the copying onto the Public Drive (P:\) or storing on your Home Drive (H:\) may breach their copyright.

Students are strictly forbidden from downloading executable, music and video files when using the schools Internet provision.