



Cape Cornwall School

Acceptable Use of ICT for Students Policy

We expect students to use their access to the school network and the internet in a responsible manner. If you do not understand any part of this policy, please ask the Head of School or the Network Manager. Remember that access is a privilege, not a right and inappropriate use may result in that privilege being withdrawn.

Equipment

- Do not attempt to install or store programs of any type on the computers. You should only use programs that are on your menu and that are installed by the school.
- Damaging, disabling, or otherwise harming the operation of computers will result in access to the computers being removed.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate and watching video, listening to online music or playing online games affect the internet speed for other users so please only access these types of resources with the permission of a member of staff.
- Report any damage or problems to a member of staff immediately.
- No eating or drinking is allowed near the computers.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission before revealing any personal information such as your home address, telephone number, school name, or picture to people you meet on the internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and external memory devices will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the internet only for study or for school authorised/supervised activities. All internet access is logged.
- Only access suitable material – Using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Access to 'chat rooms' and social networking sites is not allowed as you can never be sure who you are really talking to. For these reasons 'chat rooms' and other social networking sites are not to be used.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or schools is strictly forbidden.
- The email system can also be monitored by members of staff.

Please read this document carefully. Only once it has been signed and returned will access to the internet be permitted. Failure to adhere to these rules will result in one or more of the following:

- A temporary or permanent ban from all computer facilities in school.
- A letter will be sent informing your parents of the nature of the unacceptable use.
- Appropriate restrictions will be placed on your access rights on school computers.
- Any other action decided by the Head of School.



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Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, etc.

Name of student:

Tutor group:

Signed: (Student):

Signed: (Parent/Carer):

Date: