ICT ACCEPTABLE USE POLICY
(Students)

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ICT Acceptable Use Policy (Students)

Introduction

The school's Acceptable Use Policy (AUP) describes the ways in which the network, Internet and email and other digital technologies can and cannot be used, so that the security of the system is maintained and all users are aware of what constitutes appropriate, acceptable use and inappropriate, unacceptable use. All technology which can store, transmit or manipulate data, such as media rich phones, MP3 players, Personal Digital Assistants (PDA's) and USB media should be used responsibly and in accordance with the AUP even when not used with school equipment.

It is the student's responsibility to ensure that they comply with the policy and failure to do so may lead to disciplinary action being taken against the student.

Access

Access to all systems and services are controlled by user accounts and passwords.

The computer systems and devices including laptops are owned by North Chadderton School and are made available to students to enhance their academic activities.

Internet access accounts and email accounts are set up by the Network Managers and are subject to
a signed Acceptable Internet Use Statement.

The Acceptable Use Policy also applies to remote access.

Passwords

Access to the Internet, email and all other systems and services should only be made via your authorised account and password, which should not be made available to any other person.
If you think someone has obtained your password, contact either of the Network Manager immediately.

You must ensure that you log off your account when you have finished using a device to protect the security of your account and the systems and services available on the school network.

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 is subject to disciplinary action.

Internet

Any web material viewed intentionally or unintentionally is copied to the hard disc of the computer or device in a temporary file and can be retrieved later. In cases where it is suspected that illegal material has been downloaded, the police can seize equipment. If an inappropriate website/material is accessed inadvertently you should report this immediately to the class teacher, Network Manager or a Senior Leader.

The following deliberate activities with any of the following characteristics are strictly forbidden, and will be subject to disciplinary action.

- Wasting staff or student effort or networked resources
- Corrupting or destroying other users' data
- Violating the privacy of other users
- Disrupting the work of other users
- Using the Internet in a way that denies services to other users (for example, deliberate or reckless overloading of access links or of switching equipment)
- Other misuse, such as the introduction of 'viruses'
- The creation or transmission of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- The creation or transmission of material, which is designed or likely to cause annoyance, inconvenience or needless anxiety
- The creation or transmission of defamatory material
- The transmission of material which infringes the copyright of another person
- The transmission of unsolicited commercial or advertising material either to other User Organisations, or to organisations connected to other networks
- Deliberate unauthorised access to facilities or services accessible via North Chadderton School
- Use for personal financial gain, gambling, political purposes or advertising
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material

Email

Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.

As email with the Northchadderton.oldham.sch.uk may be construed as being from the school it is essential that users ensure the content does not bring the school into disrepute.

E-mail can be forwarded or inadvertently be sent to the wrong person, therefore the same professional levels of language and content should be applied as for letters or other media.

Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything, which could be interpreted as libel.

Data within e-mail should be treated in the same way as other data and is subject to the Data Protection Act (the DPA can be accessed at www.ico.gov.uk). The transmission of data and information via email is not secure or encrypted, therefore any personal information should not be transmitted in this way.

Posting anonymous messages and forwarding chain letters is forbidden and any user found do so will be subject to disciplinary action.

Sending offensive email will not be tolerated, and the sender of a message, which causes offence, will be subject to disciplinary procedures.

Emails may be intercepted and read if there is cause to suspect illegal activities, or misuse.

Downloading

Users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, offensive, indecent or racially or sexually harassing. Transmission of any material in violation of any United Kingdom or other national laws is prohibited, or material protected by trade laws. Any users found doing so will be subject to disciplinary action.

If you receive inappropriate material report this immediately to the class teacher, Network Manager or Senior Leader, do not forward this material onto anyone else as doing so could be an illegal activity.

The greatest risk from viruses lies in downloaded programs and executable files. Spreading of viruses is also subject to prosecution under The Computer Misuse Act 1990. All software should be obtained from the Network Managers only; users are not permitted to use software that has not been sanctioned by the Network Managers. This includes software that may be held on a user's external device.

Monitoring

The school has the right to examine and monitor activity on its systems, including internet and email use in order to ensure system security and effective operation, and to protect against misuse. For each user a log is kept of all sites visited and any violations made, this log also records the workstation used.

Monitoring of user Internet usage does take place on a regular basis. Any student found to be misusing their Internet access will be subject to disciplinary procedures.

Investigations will commence where reasonable suspicion exists of a breach of this or any other policy or law. The school reserves the right to examine or delete any files that may be held or accessed on its computer systems.

Copyright

It is strictly forbidden to download, use or upload any material, which is copyright. Much of what appears on the web is, or claims to be, protected by copyright. The Copyright, Designs and Patents Act 1988 states that only the owner of the copyright is allowed to copy the information. Always seek permission from the owner, before using any material from the Internet as any copying without the owner's permission, is prohibited. Copyright laws also apply to software.

If in doubt, or you cannot obtain permission, do not use the material.

Remote Access

Remote access to the school network is possible via a Citrix connection over the internet. Users accessing the school network in this way must follow the provisions and conditions set out in this Acceptable Use Policy and ensure that resources are used appropriately.

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Student Acceptable Use Policy

● I know that I should only use school equipment in an appropriate manner and for academic purposes and I will not engage in any online activity that may compromise myself or North Chadderton School.

● I will not attempt to bypass any of the security features applied to school equipment.

● I will not attempt to unplug cables or switch off power sockets.

● I will not attempt to remove or replace hardware such as keyboards, mice and speakers.

● I will not use personal digital cameras or camera phones for taking and transferring images of other students or staff without permission and will not store images at home without permission.

● I will report accidental misuse as outlined in the policy.

● I know that I should not be using the school system for personal use unless a Senior Leader has agreed this.

● I will ensure that I keep my password/s secure and not disclose any security information unless to appropriate personnel.

● I am aware that my emails and internet use will be monitored and that I should not transmit personal information via email.

● I will adhere to copyright and intellectual property rights.

● I have been given a copy of the Acceptable Use Policy and have read and understand the provisions and conditions of the policy and understand that any violations of the provisions and/or conditions may results in disciplinary action.