

St Margaret's CE Academy Computer Network and Internet Acceptable Use Policy

The School's computer network is well established and plays a major role in the education of students at St Margaret's CE Academy. In school, access to the internet is provided for the purpose of educational research and learning. We have developed this *Acceptable Use Policy* to provide rules and safeguards for the appropriate use of the internet.

In order to access work at home a device (laptop or PC) with a standard "high speed internet" connection is needed along with availability of programs within the Microsoft office suite, a printer would be a useful addition. The school recognises that not all students will have this equipment and has made provision for those students. Students who do not have this access at home should always make use of the Learning Resource Centre and ICT department study support opportunities to complete work.

If you wish your son to gain access to the school computer network and internet and use the Wi-Fi connection, when appropriate, then please read, sign and return the following agreement to the school. A copy of the signed agreement will be held on file by the school.

Student Agreement

I understand that access to the **school computer network and internet** from St Margaret's C of E Academy must be in support of educational research or learning, and I agree to the following:

- I will refrain from accessing any newsgroups, links, list servers, web pages or other areas of cyberspace that would be considered pornographic, racist, violent, illegal or illicit.
- I will not use chat rooms or social networking sites unless as part of a teacher-led educational project.
- I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed, received by me.
- I will not use valuable internet time playing non-educational games.
- The school has effective web content filtering; I will not use any means to bypass the filtering system and search for inappropriate material.
- I will be courteous and use appropriate language. I will refrain from use of obscene, harassing or abusive language and will report any cases of such usage against me to my teacher or the ICT department.
- I accept responsibility for compliance with copyright laws and will not allow copyrighted material to enter school. I will not download software, games, music, graphics, videos or text materials that are copyrighted or violate the law by distributing or posting these.
- Plagiarism is unacceptable. I will use downloaded material appropriately in assignments, listing its source in a bibliography and clearly identifying any quoted material.
- I will not reveal personal information, including names and addresses, bank details, telephones numbers of myself or others.

- I will not damage or tamper with any of the computer hardware, software or network equipment. Furthermore, if I discover any methods of causing such damage, I will report them to the ICT department and I will not demonstrate them to others.
- I will not attempt to change any computer, monitor or software settings on any school computers.
- I will abide by the current log-on procedures for access to the computer network. I will not disclose my password to anyone and I will not attempt to find out another person's password by any method, or to use that password to gain access to other peoples' work. If I suspect that my password is no longer secure, for example if someone else knows it I will report this to a member of staff so that it can be changed.
- I understand that the entire network is protected by anti-virus software and that students are advised to use anti-virus software on home computers and laptops.
- I will not attempt to obtain access to any website restricted by the school or filtering software
- I understand that work may be made available to me via online learning sites and I will always endeavour to complete this work either at home or in school.
- I will not disclose any unique user name and password for online learning sites, e.g. Doodle, Show My Homework, My Maths etc. to any other person.
- I will attempt to save my work correctly and use sensible file management techniques at all times.
- I will manage the space allocated to me for storing work and avoid storing multiple, identical copies of the same file or files that are not relevant to my school work
- I will use my allocation of printer credits carefully and only print work when necessary
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- I will not bring in removable media from outside school, unless I have been given permission to do so. Memory sticks are prone to viruses and I understand that they must only be used by staff.
- I will only use my personal hand held / external devices (mobile phones /USBs etc.) in school if I have permission. The use of USB drives is banned and students get One-Drive cloud storage instead. I understand that, if I do use my own devices in school, for example using the Wi-Fi connection, I must follow the rules set out in this agreement, in the same way as if I was using school equipment.

If I violate any of the terms of this agreement, I may be denied access to the Internet and/or computers for a time determined by the school and may face further disciplinary action as determined by the management of the school.

St.Margaret's CE Academy Student Email Policy

The purpose of this policy is to ensure the proper use of St.Margaret's email system and make users aware of what St.Margaret's deems as acceptable and unacceptable use of the email system. St.Margaret's reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

By following the guidelines in this policy, the email user can minimise the legal risks involved in the use of e-mail. If any student disregards the rules set out in this Email Policy they may be fully personally liable.

Email is a business communication tool and students are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply.

The email account provided to you by St Margaret's CE Academy must only be used in support of educational research or learning, and in agreement with the following:

- You must not send emails with any libelous, defamatory, offensive, racist or obscene remarks.
- You should never forward emails with any libelous, defamatory, offensive, racist or obscene remarks.
- You must not unlawfully forward confidential information.
- You should not forward or copy messages without permission.
- If you send an attachment that contains a virus, you and St.Margaret's can be held liable.

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify a member of staff.**
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not disguise or attempt to disguise your identity when sending mail.

St.Margaret's considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image. Therefore St.Margaret's wishes students to adhere to the following guidelines:

Writing emails:

- Write well-structured emails, composing short descriptive messages.
- Use the spell checker before you send out an email.
- Do not send unnecessary attachments. Compress attachments larger than 200K before sending.
- Do not write emails in capitals.
- Only mark emails as important/urgent if they really are important/urgent.
- It is polite to check and reply to emails regularly

Maintenance:

- Delete any email messages that you do not need to have a copy of.

I will abide by the expectations set out in this contract when using any web-based email account in school.

If I violate any of the terms of this agreement, I may be denied access to an email account in school for a time determined by the school and may face further disciplinary action as determined by the management of the school.

School Computer Network and Internet Acceptable Use Statement

Please sign the following statement if you wish to apply for access to the school computer network and Wi-Fi, email and the internet.

Parent/Carer to sign below:

<i>Name of Student:</i>	
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Parental Agreement

As the parent/carers:

- I acknowledge that I have read the agreement (s) on student use of computers, online learning sites, email system/Wi-Fi and the internet at St Margaret's CE Academy and I have discussed it with my son.
- I understand that access is designed for educational purposes.
- I recognise that while student use of the internet and computers is monitored through high quality content filtering methods both in school and via the LA portal, it may be impossible to continually monitor and restrict access to all controversial materials.
- I further acknowledge that, whilst questionable material exists on the internet, the user must actively seek it and therefore is ultimately responsible for bringing such materials into school.
- I therefore do not hold the Principal or staff of St Margaret's CE Academy responsible for any such materials my son may acquire from the internet.
- I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and media.

Parent/Carer to sign below:

Typing your name in the signature box will be accepted as an electronic signature.

<i>Name of Student:</i>	
<i>Parent/Carer Name:</i>	
<i>Date:</i>	

