

Dorothy Stringer School Computer Acceptable Use Statement - 2021

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy has been drawn up to protect all parties – the students, the staff and the school. The school computer system is considered to include machines used in school and/or any devices (including, but not exclusive to mobile phones, iPads, USB Pens, cameras or other portable media) connected to the computer system in any way (including via web folders and Wireless Networks)

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any emails or Internet sites visited should we believe that the system is used unacceptably.

- a. All computer/device activity should be appropriate to the student's education;
- b. Access should only be made via the authorised account and password, any logged activity will be deemed to be by the person issued with the account user and password details;
- c. The security of account log-on details is the responsibility of the user and should not be made available to any other person;
- d. All users should ensure that any sensitive data stored on portable media (including portable devices) is encrypted and protected from loss
(<http://www.microsoft.com/windowsxp/using/security/learnmore/encryptdata.mspx>);
- e. Activity that threatens the integrity of the school ICT systems, introducing any form of computer virus or activities that attacks or corrupts other systems, is forbidden;
- f. Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- g. Copyright of materials (including images) must be respected;
- h. Posting anonymous messages and forwarding chain letters is forbidden;
- i. Use of the network to access inappropriate materials such as (but not exclusively) pornographic, racist or offensive materials is forbidden;
- j. Visiting Internet sites that contain obscene, hateful, pornographic or other illegal material is forbidden;
- k. Using the computer to perpetrate any form of fraud, or software, film or music piracy is forbidden;
- l. Bullying of others using electronic devices, sending offensive or harassing material to other users is forbidden;
- m. Photography, filming or recording of others without consent is not permitted;
- n. Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence is forbidden;
- o. Hacking into or accessing unauthorised areas is forbidden;
- p. Creating or transmitting defamatory material is forbidden;
- q. Undertaking deliberate activities that waste staff effort or networked resources is a malicious use of the network and is forbidden.

Email

- r. Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known;
- s. In e-mail communication, users must not reveal their personal details or those of others, or arrange to meet anyone without specific permission;
- t. As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional level of language and content should be applied as for letters or other media;
- u. Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.

The School will ensure that:

- v. The School ICT system security will be reviewed regularly;
- w. Virus protection will be installed and updated regularly;
- x. Security strategies will be discussed with the Local Authority;
- y. Access to social networking sites is controlled;
- z. Newsgroups/forums will be blocked unless a specific use is approved;
- aa. Students will be advised never to give out personal details of any kind which may identify them, their friends or their location;
- bb. Any inappropriate use will be investigated and handled in accordance with the school's Behaviour Management policy.

Inappropriate Use

Breaches of this policy will be dealt with at a level appropriate to the seriousness of the alleged misconduct. Sanctions may include suspension/removal of Internet access or devices, suspension/removal of network account; and/or any normal school sanctions. Where it is deemed necessary, external agencies may be involved.

Dorothy Stringer School Computer Acceptable Use Statement

I _____ (Print Student Name) of _____ (Form) agree to use the Dorothy Stringer Network following the Acceptable Use Policy above.

Signed Date
(Student)

Signed Date
(Parent/Carer)

Please sign and return this page to The Admissions Secretary, The Hub (Pastoral Office)