



Acceptable Use Policy Student Guidelines

Name: _____ Form: _____

The school has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

**WHEN USING LA SAINTE UNION ICT EQUIPMENT THERE SHOULD BE NO EXPECTATION OF PRIVACY.
THE USE OF SUCH SYSTEMS IS REGULARLY MONITORED¹.**

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses. USB drives are virus checked on insertion to a machine, and if there is a virus a message will pop up. Please act on messages.
- Always check mobile equipment with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

¹ Work created in a digital format is no more private than worked created in a traditional notebook; staff members have equal right of access to both, as does the employer

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password, or leave computers unattended when logged on.
- 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 portable storage devices (such as USBs) will be treated like school lockers. IT Network 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.
- 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.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms are not permitted.
- People you contact on the Internet are not always who they seem. Always ask a parent/guardian or teacher to go with you if you need to meet someone who you only know from the Internet or via email.

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. The school email system will not be used for any form of harassment.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate nature, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.
- Students will not arrange to meet someone outside school via email, the Internet or social networking sites.
- Students will refrain from sending on chain e-mails. They will not reveal their own, or other people's personal details, such as addresses or telephone numbers or pictures.

Social Networking, Instant Messaging

- Students must not use social networking sites, chat rooms, forums or blogs to post inappropriate or derogatory comments about other students, members of staff or the school as these sites are accessible by members of the public. Any instances where this occurs as a result of comments posted while in or out of school may result in disciplinary action.
- Students will only have access to discussion forums such as those found on educational websites and the La Sainte Union MLE (Fronter) provided it is for an educational purpose.
- The use of external moderated chat rooms, discussion forums and newsgroups with classes or groups of students must only be for educational purposes as directed by a teacher or member of staff.

School Infrastructure

- Keep file and directory names meaningful. Organise your files and regularly perform housekeeping on your files and directories, delete unwanted files and check that the files are in the correct location.
- USB Memory Sticks may be used to transfer large files between home and school. Everyone has a personal 'Y – drive'. Although under normal circumstances the IT Network Team will not access these, users must be aware that La Sainte Union School reserves the right to review what is in these directories for security and legal reasons.
- MP3, MP4, WMA and other compressed media formats are not allowed to be stored on La Sainte Union owned ICT resources, unless they are required for educational purposes. Students may not store these file types on the school network unless they have been given permission by a member of staff.
- Password protected 'zip' files are not to be used; any found on the system will be deleted
- It is acknowledged that the Acceptable Use Policy which applies to school work also applies to the London MLE (Fronter).

Printing

- Students have a generous printing allowance of £2.50 per week. This is limited to prevent wasting of resources (both paper and ink). If further printing credits are required for educational purposes, students should contact the IT Network Team.

Definition of Unsuitable and Inappropriate

Unsuitable – DO NOT send, download, display, print or distribute material that is: -

- Sexually explicit or obscene
- Likely to cause complaints of sexual or racial harassment or bullying or another form of harassment
- Intimidating
- Fraudulent
- Defamatory
- Otherwise harmful

Inappropriate – Prohibited activities: -

The following uses of the Internet are specifically prohibited and will be dealt with as serious breaches of the school's ICT Acceptable Use Policy.

- Accessing web pages by writing down the numerical IP address
- Accessing any webpage in order to download or play games, or to access 'Viruals' other than those deemed as having educational value
- Using MSN Messenger or any other form of network based instant messaging service
- Accessing any chat room websites, instant message services, social networking sites or Skype – unless permission is granted by CGU
- No inappropriate files may be intentionally downloaded.
- Accessing any website that contains the functionality to facilitate the bypassing of the school proxy service.

Disciplinary action may result if anyone is found to be involved in such activities.

Please read this document carefully. Only once it has been signed and returned will access to the school network and internet be permitted. If you violate these provisions will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: _____ Signature: _____

I have read and understand the above.

Parent/Guardian Name: _____ Signature: _____