



Royton & Crompton School

Technology and Network Acceptable Use Policy (Pupil) 2018/19

Royton & Crompton School is committed to providing advanced technology resources and access to learning opportunities for our students. These resources are to be used only for educational and communication purposes. The school offers these resources with the recognition that access to the network includes risks with the benefits it offers.

While the Internet has many sources of excellent information that are useful to our curriculum, it also has sources of information that are inaccurate, inappropriate or offensive. There is also the potential to commit illegal acts on a network or the Internet. Royton & Crompton School working very hard to make a safe e-learning environment but it is impossible for Royton & Crompton School to guarantee that no student will ever access these sources, either deliberately or inadvertently.

Therefore, Royton & Crompton School's Acceptable Use Policy has been prepared for all users of our network and computing resources. Users must conform at all times to the following policy. A "user" refers to any pupil using Royton & Crompton School's computing facilities.

Ethical Use of Computer and Network Resources

Proper Uses

A pupil may connect to and use Royton & Crompton School's computing and networking resources only for the purposes related to the pupil's studies. All other uses are prohibited at all times.

Royton & Crompton School Expectations

Above all else, pupils are expected to use any computer technology in a way that will not disrupt its use by others and that does not contravene any of the school's policies or procedures. Pupils are expected to voluntarily limit searches to topics and sites that are deemed appropriate, to "logout" properly, and to report information relating to or in support of improper or illegal activities to the school teacher immediately.

If you are aware of any breaches of this policy or have seen or been given any distressing or illegal material then it is your responsibility to inform a member of staff immediately or use the anonymous reporting concern tool on your computer.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

Improper Uses

Acts inconsistent with ANY of the school's policies are considered improper uses of the school's computer and network resources.

Unlawful Use

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.

Intentionally destroying or damaging equipment, software or data belonging to Royton & Crompton School or others. Intentionally disrupting electronic communications or monitoring them without authorization. Copying copyrighted material without permission.

Unethical Use: some of these may also be illegal

Violating computer system security, software license agreements or another user's privacy. Posting, e-mailing or transmitting, abusive, threatening, obscene or harassing materials. Posting, e-mailing or transmitting, images or audio recordings not authorized by the owner.

Using school facilities for commercial purposes without the permission of the management. Using computer telecommunication facilities so as to impede or disrupt computing activities of others, distribution of unsolicited advertising, chain letters, mail bombing; phoning or message broadcasting after a recipient has requested that they stop using without permission, computer accounts or network identification numbers (IP addresses) that are assigned to others.



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Harassment

The user should not use Royton & Crompton School's technological resources in a manner that is harassing to others. This includes cyber bullying, posting images or e-mail messages that intentionally cause discomfort to others. In addition, displaying images, sounds, or messages on a computer in a public area that causes discomfort to others who share that area is prohibited. Users should assume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

Privacy

No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords or data belonging to other people whether at the school or elsewhere, unless specifically authorized to do so by those individuals. Users should also understand this also includes taking digital pictures or audio recordings of staff and students without their permission and using them or transmitting them to others in any way.

Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security procedures the users themselves follow. A System Administrator may assume access rights to a user's private files, when required for maintenance of the school's computer resources, in emergencies, or in the course of investigating possible wrongdoing.

In addition, Royton & Crompton School use monitoring/remote access software to help pupils' during the lesson, identify viruses, excessive bandwidth use, inappropriate use of internet and technology. We also log users' activities like login and logout time, applications used and internet usage. User should assume nothing on our network is private, and that they should not keep personal or inappropriate content on school computer equipment.

System Security

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper and secure password. Passwords should never be shared. A forgotten password or unauthorized use of a password should be reported to your class teacher. Attempts to access information, files or system areas that are beyond the level of security that a user has been granted will be considered a forfeit of system privileges.

E-Mail

Use of email by a School pupil is permitted and encouraged where such use is suitable for study purposes and supports the goals and objectives of the School and its study units. You should not open any hyperlinks in emails or attachments to emails unless the source is known and trusted. If in doubt mark the email as "Spam" and delete it.

Email is to be used in a manner that is consistent with the School's standards of learning conduct and as part of the normal execution of a pupil responsibility. Email by a pupil to a member of staff must only take place within the confines of the school email system. Emails that are unrelated to learning activities or for personal gain are unacceptable.

Vandalism

Creation, modification or transmission of any software having the purpose of damaging computer systems or files (e.g., computer viruses) is prohibited. All software and files downloaded will be systematically checked for viruses before they are used on Royton & Crompton School's systems.

Any malicious attempt to harm or destroy data of any person, computer or network linked to the Royton & Crompton School is prohibited. Intentionally destroying or damaging equipment, swapping keyboard keys and disconnecting network/mains cables are prohibited.

Viruses

Viruses are unauthorized computer programmes that may destroy or damage computer files on an infected computer. Users should be aware of the possibility that a virus may be located in any file or disk obtained from a third party. For this reason users must obtain the permission of the class teacher before loading any data onto a school computer.



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AGREEMENT

PARENT OR GUARDIAN:

I, as the parent or guardian of this pupil acknowledge that I have read and understand the Royton & Crompton School's Computer and Network Acceptable Use Policy and I understand that violations of this Policy may result in the school rescinding his/her Royton & Crompton School's Internet and school network privileges, and may include additional disciplinary action.

I understand that a copy of this agreement will be kept on file at school.

PARENT/GUARDIAN: _____

SIGNATURE: _____

DATE: ____ / ____ / ____

From time to time school photographs will be displayed on the Royton & Crompton School web site. If you object to your daughter/son's picture being displayed in this way, please tick this box.

PUPIL:

I, the Royton & Crompton School User, by using the school network, acknowledge that I have read and understand the Royton & Crompton School's Computer and Network Acceptable Use Policy and I understand that violations of this Policy may result in some of following **sanctions**;

- School rescinding temporary or permanent my Royton & Crompton School's Internet and school network privileges.
- Your parents/carers will be informed.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

PUPIL'S FULL NAME: _____

SIGNATURE: _____

FORM: _____

DATE: ____ / ____ / ____

This policy will be reviewed again in June 2019.