

## **Sixth Form ICT Acceptable Usage Policy**

### **Introduction**

#### **St Peter and St Paul Academy computer systems and use of the internet**

At St Peter and St Paul Academy we strongly believe in the educational value of electronic services and recognise their potential to support the curriculum. Every effort will be made to provide quality experiences to students using this information service, however, inappropriate and/or illegal interaction with any information service is strictly prohibited. Please read this document carefully, initial each page in the box provided print and sign the last page and then return the completed acceptable use policy in its entirety to the Head of Sixth Form.

Listed below are the provisions of this agreement. If any student violates these provisions, they may be subject to disciplinary and in some cases legal action.

### **Terms and Conditions of this Agreement - Personal Responsibility**

#### **What is expected of students as representatives of the Academy**

As a representative of the Academy, I will accept personal responsibility for reporting any misuse of the network to a member of staff. Please remember that all members of staff have a safeguarding duty. Misuse may come in many forms, but it is commonly viewed as:-

- Any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language
- The use of Social Networks unless it is a monitored service for Educational Purposes and pre-agreed with a member of staff
- The downloading, storing and use of illegal music files and illegal or not appropriately licensed software
- The use of peer to peer file sharing software
- Attempting to hack into parts of the network system not accessible or any hacking of computers within the academy network
- Using the academy network as a spoof to hack into any other computer system worldwide
- Any use which may be likely to cause offence and other issues described below.

### **Acceptable Use**

#### **The use of the academy electronic services must be in support of education and research**

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of St Peter and St Paul Academy.

- Use of other networks or computing resources must comply with the rules appropriate to that network.
- Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.
- Use of commercial activities by for-profit organisations is generally not acceptable. e.g. running any form of business venture for profit using any of the Academy's ICT resources.

*'I have come that they may have life and have it to the full'*

John 10:10

## **Network Etiquette and Privacy**

### **Examples of appropriate etiquette on academy systems**

Students with access to the Internet will at all times pay heed to the Network Etiquette and Privacy Policy laid out below just as they would using the academy's own network. If at any time a student is unsure about the appropriate use of the Internet they will have a discussion with staff as to proper behaviour and use of the facilities. St Peter and St Paul Academy Leadership will rule upon inappropriate use and may take disciplinary action. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- **BE POLITE.** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of the academy on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY.** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or anyone else.
- **PASSWORD.** Do not reveal your password to anyone. If you think someone has obtained your password, contact the Network Manager/Business Manager as soon as possible.
- **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities
- **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the services by others.
- **OTHER CONSIDERATIONS:**
  - Cite references for any facts that you present.
  - Respect the rights and beliefs of others.

## **Services**

### **Disclaimer Statement**

St Peter and St Paul Academy makes no warranties of any kind whether expressed or implied, for the network service it is providing. St Peter and St Paul Academy will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. St Peter and St Paul Academy specifically denies any responsibility for the accuracy of information obtained via its Internet services. **St Peter and St Paul Academy reserve the right to decide what is considered acceptable for Sixth Form usage.**

## **Security**

### **Keeping the system and all information secure**

Security on any computer system is a high priority because there are so many users and any security breach could affect all and result in the loss of a huge amount of work including GCSE and A Level course work etc.

Therefore if you identify a security problem, please notify the Network ICT Support as soon as possible and Head Teacher, so that we can address this immediately.

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John 10:10

All use of the system must be under your own **username and password** unless specifically directed by the Network Manager/Business Manager. Remember to keep your password to yourself. Do not share it with anybody.

Remember to lock your computer if you are to leave it and don't want to Shut it down as this makes sure that no one can gain access to your personal information or the information of others through your account whilst your away from your computer.(Please feel free to see the Network Manager/Business Manager if you are not sure how to do this).

Students should **not** use a computer logged on as a member of staff, unless directed to do so by a member of staff where it is appropriate to the lesson. e.g. when the member of staff's laptop is connected to an interactive whiteboard and the class is participating in the lesson via use of the interactive whiteboard.

It is **never** acceptable for a Student to be using a member of Staff's laptop unsupervised, when the laptop is logged on as a member of staff.

Any user identified as a security risk including disclosing passwords may be denied access to the system and be subject to disciplinary action.

## **Vandalism**

### **Abuse of physical assets**

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

## **Online ordering systems**

### **Explains the use of Online Ordering Systems**

One of the many facilities available via the Internet is the ability to order goods and services whilst online. Because of the security and other ethical issues attached to this facility, St Peter and St Paul Academy has a moral responsibility in this area. It is therefore strictly forbidden for students to use the Academy Internet access for ordering personal goods or services regardless of their nature.

## **Electronic Mail**

**Explains and encourages the correct use of the Academy's e-mail systems** Electronic mail (Email) is available via St Peter and St Paul Academy Exchange email system. No external email services are necessary and are not permitted. Students are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be considered in all cases. It is also forbidden to send large volume Emails (Spamming).

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Remember that the e-mail system is for work use only and is not guaranteed to be private. Should there be a need for access to an e-mail account then agreement from the User will be sought in the first instance. However, the Headteacher may give consent in special circumstances for access to be granted to named members of staff.

## **Chat Services**

### **Explains our position on these Services**

Students are not permitted to use the chat services available on the Internet, unless there is a specific educational value to this **such as via TEAMS** e.g. a hosted solution provided specifically for Educational purposes, if in doubt please discuss firstly with the Network Manager/Business Manager.

## **Software Usage**

### **Gives our position on appropriate software use on Academy systems**

The use of illegal/unlicensed software is not permitted on the Academy system, this includes any laptop / portable devices that are provided to staff by the Academy. If you are unsure about the licensing of a piece of software please ask the Network Manager/Business Manager who will be glad to advise you. The use of any peer to peer sharing programs such as Kazaa or Bearshare is strictly prohibited, not only does this software allow the sharing of illegal files it also puts unnecessary strain on the network and is usually the prime cause of virus and malware infection. Please be aware that the use of illegal / unlicensed software is a criminal offence and could be subject to prosecution.

## **Copyrighted material**

St Peter and St Paul Academy does not condone the use of illegally obtained copyrighted material, this includes music and video material downloaded from the internet or obtained any other way. The servers will be scanned regularly and any such material found will be deleted immediately without consultation. Laptop/portable devices provided to students by the academy are the property of the academy and may be inspected by the Network Manager/Business Manager periodically, all unlicensed software and illegal copyrighted material will be deleted, use of said material may also lead to disciplinary action by the academy and if found by external sources may lead to legal proceedings against the user, which could end with a prison sentence

## **Required Signatures**

Student: I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges. I also agree to report any misuse of the system and any misuse of a sensitive nature to a member of staff. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism inappropriate language, any act likely to cause offence or other issues described above.

Name (Block Caps) \_\_\_\_\_ Form: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_