

## **Range High School Acceptable Use Policy for Pupils**

Access to the school network is provided for you to carry out recognised schoolwork and extra-curricular activities, but only on the condition that you agree to follow this acceptable use policy.

### **General**

You are responsible for all use of your account on the school network. Never tell your password to anyone else or let them use your account. If you think someone has discovered your password or is using your account, tell a member of the IT staff immediately.

Never use another person's account. You must not attempt to install any programs on a school computer or run them from removable media. You must not attempt to by-pass any security systems, modify any profile or install registry entries.

You must only use a printer for school-related work and activities. Careless or deliberate wasting of paper will result in your printing facility being withdrawn. All printing use is monitored and may be checked at any time.

Eating and drinking are strictly prohibited in any IT room.

Always make sure that you have completely logged off the computer before leaving it unattended. Do not use the reset button as a means of switching off.

Always leave the computer and the surroundings as you would like to find them.

No computer equipment may ever be removed from its location or tampered with. Any such interference with school property will be reported to the Head of IT, or if appropriate to the Head Teacher.

'Hacking' i.e. unauthorised access or use of personal information, contrary to the provisions of the Data Protection Act, is a serious offence. Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files may be considered a criminal offence under the Computer Misuse Act 1990.

You should be aware that the unauthorised copying of software, images or documents is contrary to the provisions of the Copyright, Designs & Patents Act 1988 and is not permitted.

The installation, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964. In addition, any material in your account which the school considers inappropriate (including music and video files) or offensive will be removed immediately without prior warning.

All files held on the network will be treated as school property, including e-mail. IT Services staff may look at files and communications to ensure that the system is being used responsibly. You should not expect that your work and e-mails will always be private.

## **The Internet and E-mail**

The Internet is provided for you to conduct genuine research and communicate with others. All the sites you visit are recorded. Remember that access is a privilege, not a right, and that access requires responsibility at all times.

You must never send, display, access or try to access any obscene or offensive material. You must not use obscene or offensive language in e-mails. Remember that you are a representative of your school on a global public system - never swear, use vulgarities, or any other inappropriate language. Remember that the school has the right to read your e-mails.

You must never harass, insult or attack others through electronic media. Within the school this is bullying and will be punished as such. Also, e-mail 'bombing' is a serious offence and will result in your suspension from the system. Remember that any e-mail you send can be traced. A recipient of an offensive e-mail from you may take legal action against you. You must not attempt to bypass Internet and email restrictions using any method including the use of online proxy / firewall bypass sites.

Never copy and make use of any material without giving credit to the author. Not only are you infringing copyright, but also you will be guilty of plagiarism.

Never reveal any personal information, the home address or personal phone numbers of yourself or other people.

Check with a member of the IT Staff before opening unidentified e-mail attachments or completing questionnaires or subscription forms.

A summary of what does, and does not constitute responsible Internet use is displayed in all IT rooms. Use of the school system is an acknowledgement of acceptance of these guidelines.

## **Games**

With the exception of educational games expressly permitted by a member of staff, games may never be played from any pupil's account, from removable media or over the Internet. Never attempt to download any games or executable programs from the Internet without the express permission of a member of the IT Services team.

There is a specific gaming network that may only be used during supervised sessions at the end of school. Access to this resource is automatically disallowed during the school day. Full details on how to become involved are available on the school intranet.

## **Sanctions**

Any infringement of the acceptable use policy will be reported to the Head of ICT and the Network Manager. Punishments will vary dependant on the severity of the infringement.

For more serious offences, such as the transmission of offensive material or 'hacking', the Head Teacher, and your parents will be informed. Note that if a criminal offence appears to have been committed, the school will refer the matter to the police.

Note that this acceptable use policy may be updated from time to time. The latest acceptable use policy can be found on the school website at <http://www.range.sefton.sch.uk>.