

## NCHS – The Science College – ICT Acceptable Use Policy

The computer systems at school are for the benefit of the whole community. All students who use these facilities must abide by the following regulations, which place reasonable limitations on behaviour and usage to protect the School from misuse of its systems.

### General computer use at school

Pupils:

- Must respect school equipment and not damage, mark, fiddle with or move ICT equipment from their normal position.
- Must inform teachers if they find any damage to a computer immediately they sit in their place
- Must only use their own user area and not attempt to access other user's areas or files
- Must keep their password secret from other people and change it immediately if they consider it is known by others
- May only use the computer for school or homework ensuring that their user area only contains items related to school work
- May use flash drives or other media if installed on the computers, but only for purposes of transferring or saving their work. Attempting to run any programs from removable media is strictly forbidden
- Are subject to checks of their computer and internet usage
- May only play educational games at any time on the network
- May not eat or drink whilst sitting at a computer station
- May not try to obtain unauthorised access to programs, services, areas and facilities on site or at other Internet sites (usually referred to as 'hacking') using school facilities
- Must not intentionally attempt to install any software or viruses onto school equipment
- Must not intentionally waste resources (e.g. paper and ink) or violate copyright law

### Internet use

All internet access is filtered to try to reduce the chance of pupils accessing inappropriate materials.

Pupils:

- Must receive permission from a member of staff before accessing the internet
- Must access only appropriate sites for their work; any attempt to bypass filtering systems or access inappropriate materials will result in disciplinary action.
- Must only access social networking sites or chat rooms with the express permission of a teacher for a work related item
- Must not claim to be representing the school in an official capacity when using the internet or e-mail
- Must not use any internet services to purchase goods nor make any payments

### e-mail

Pupils:

- Have access to an individual e-mail account which can be accessed at home via [www.ourschoolemail.co.uk](http://www.ourschoolemail.co.uk)
- Must only use the school e-mail system for school related messages
- Must only send e-mails to people known to themselves or with the permission of a member of staff
- Must only send e-mails that are polite and responsible and must not contain any personal information about themselves

e-safety

Pupils

- Must report to a member of staff any inappropriate messages they have received. All information will be treated in the strictest confidence
- Must never upload a photo along with their personal details such their name and address
- Must not engage in any intimidating behaviour via electronic media, for example using a mobile phone; referred to as 'cyberbullying'

If pupils fail to abide by the above conditions, their internet access will be blocked. In severe cases computer access may be removed completely for an indefinite period.

Computer access from home

Pupils can access their work from home by using the website [www.ourschoolnetwork.co.uk](http://www.ourschoolnetwork.co.uk). When using this site the rules listed above apply exactly the same as if the pupil were in school.

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As a school user of the computer systems, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school

Pupil signature .....Date .....

As the parent or legal guardian of the above named pupil, I grant permission for my child to use e-mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent signature..... Date.....