

# **Liskeard School and Community College**

## **Computer Resources – Acceptable Use Policy Student Guidelines July 2016**



**Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If you do not keep to the points listed below, access to the Internet and school ICT facilities will be denied and you will be subject to disciplinary action.**

### **Equipment**

- Do not attempt to install or store programs of any type on the school computers.
- Damaging, disabling, tampering with or otherwise harming the operation of computers, or intentionally wasting resources puts your and other people's work at risk, and will cut short your time with the ICT equipment. Do not do it.
- Only use the computers for educational purposes. Activities such as social media, chat, buying or selling goods, gaming, watching non-educational movies and videos are strictly forbidden.
- If you chose to bring your own ICT equipment into school then you are responsible for its safety.

### **Security and Privacy**

- Protect your work by keeping your password to yourself; NEVER use someone else's logon name or password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted as this is a form of bullying in line with our school behaviour policy and could also lead to criminal action.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the standard settings is forbidden and may put you or your work at risk.
- All your internet activity is logged and your home drive monitored. Any inappropriate use is reported to your Head of Year who will decide on a sanction. This could involve informing your parents/carers; detention; Internal Exclusion, or in extreme cases referral to the Head Teacher and External Exclusion.

### **Internet**

- Do not reveal personal information about yourself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- NEVER arrange to meet someone you have met online. They may not be who they say they are! Be aware of 'stranger danger.'
- Immediately report any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when I see it on-line.
- You should access the Internet only for study or for school authorised/supervised activities in lesson time.
- You are permitted to use your own or school devices for leisure reasons outside of lesson time as long as you keep within the Behaviour for Learning Policy.
- 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 forbidden. If you accidentally access such a site then it is important you report it to a member of staff immediately.
- 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 must not be used in school.
- These rules also apply when using your own devices (mobile phones/tablets) in school.
- Creating Facebook or other social media pages in the name of 'Liskeard School' is strictly not allowed.
- Taking pictures/video footage of staff is not allowed.

### **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 NOT acceptable.
- 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 content, 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.

**Printing**

- All students need to be aware of the need to reduce waste and when it comes to printing we expect computer users to act in a responsible manner. Check "Print Preview" before printing, copy text and pictures/images from the Internet into an application like WORD, rather than printing straight from the Internet. Only send a job to the printer once and inform staff if it does not print – DO NOT send repeat prints.

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

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I have read and understand the above.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_