

## **OUR LADY OF LOURDES CMAT ACCEPTABLE USE POLICY FOR STUDENTS**

The school computer system provides Internet access to students for learning. This document is designed to protect students and the school by clearly stating what is acceptable and what is not.

The use of school computers and Internet connection must be for educational purposes only. Students must use their own account and must not give their password to any other person.

- Storage media, such as USB drives, CDs, or portable hard drives, must not be brought into school unless permission has been given.
- Students must respect the work of other pupils or teachers who might also store work in common shared areas on the system. Students should only use shared areas of the system when given permission to do so, otherwise they must store files and data in their own secure area. Files in the shared area will be periodically removed.
- Students are responsible for the email they send and for the contacts they make. Email should be written carefully and politely. Emails may be forwarded and therefore are best regarded as public property. Anonymous messages and chain letters must not be sent.
- Students should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms or instant messaging is not allowed.
- The school ICT systems cannot not be used for private business purposes, personal financial gain, gambling, political purposes or advertising.
- No pupil should attempt to undermine the security of school ICT systems, whoever they belong to.
- Copyright and intellectual property rights must be respected.
- Irresponsible use may result in the loss of Internet access or even account suspension.

The school will monitor the use of its computer systems, including websites visited, emails sent and files stored. The school will take action where it believes unauthorised use of the school's computer system is or may be taking place, or when the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

**You must accept these rules when you log onto the school network.**

### **INTERNET and EMAIL**

#### **You must:**

- Only access websites that are relevant to your school work.
- Respect copyright and trademarks, give credit to anyone whose work you use.
- Check with a member of staff before completing online questionnaires.
- Do not fill out subscription forms unless otherwise stated by a member of staff.
- Ensure that all email messages that you send are not offensive.
- Regularly delete unwanted email messages.

#### **You must not:**

- Play or download games from the Internet.
- Download applications from the Internet in any file format.
- Use online chat or web-based email messaging such as Hotmail or Yahoo.
- View offensive content such as pornography, violence, racial or extremist material.
- Use online community websites such as Facebook or Twitter.
- Cyber bully, we have zero tolerance for any such behaviour.

- Use any type of proxy to bypass the network filtering systems.
- Send, access or display offensive messages.
- Send any personal information to anyone, even if you know them.
- Use or send language of an inappropriate nature.
- Open email attachments, even if they are from a reliable source.
- Send messages to group email aliases such as the all student setup.

## **PRINTING**

### **You must:**

- Only print documents that are relevant to your work.

### **You must not:**

- Print excessive copies of documents unless stated by a member of staff.
- Print entire documents where a single sentence is required.

## **USER AREA**

### **You must:**

- Only store files in your area that are relevant to your work
- Delete files that are no longer required
- Keep your user area organised and indexed correctly

### **You must not:**

- Store offensive or prohibited content in your area, including executables
- Store songs/videos in any format unless you have permission from staff

## **PASSWORDS**

### **You must:**

- Ensure that your password is a combination of three random words. However, special characters and / or numbers can be added if you wish
- Ensure that only you know your password. If you, for any reason, suspect that this is not the case, you must report the problem to a teacher or the System Manager.

### **You must not:**

- Log onto the network as anyone else but yourself
- Write your password down where it can be viewed by others.

## **REMOVABLE STORAGE**

### **You must:**

- Ask a member of staff before using any type of removable storage

### **You must not:**

- Plug any type of removable media into the computer's USB ports unless told to
- Use the USB ports on any of the computers to charge your USB device

### **What will happen if these rules are broken?**

- Your user account and/or access to the Internet will be disabled.
- If you repeatedly break the rules, then you could be suspended.
- Parents and senior management will be involved with serious breaches of the rules.

The Police will be involved with any criminal related issues.

All computer use is being monitored and records will be kept of inappropriate computer usage.

Please report all breaches in security to a teacher.

## OUR LADY OF LOURDES CMAT ACCEPTABLE USE POLICY FOR STUDENTS

Pupil Name: (CAPITALS PLEASE)	Form:
<p>Pupil Agreement: I have read and understand the school Student Acceptable Use Policy’.</p> <p>I will use the computer system, email and Internet in a responsible way and obey these rules at all times</p>	
Signed:	Date:

Parent / Carer Name: (CAPITALS PLEASE)	
<p>I have read and understood ‘The Student Acceptable Use Policy’ and give permission for my son / daughter to access school computers, email and Internet.</p> <p>I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.</p> <p>I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.</p> <p>I agree that the school is not liable for any damages arising from use of the Internet facilities.</p>	
Signed:	Date:

Please return this form this form as soon as possible to:  
 Admissions  
 All Saints’ Catholic Voluntary Academy  
 Broomhill Lane  
 Mansfield  
 Nottinghamshire  
 NG19 6BW