



# HALL GREEN SCHOOL

## Guidelines for Pupil Users of the School Network

Access to the school network will be provided for you to carry out recognised schoolwork only, but only on the understanding that you agree to the following guidelines.

### Privacy

Computer storage areas will be treated as school property. ICT staff may look at files and communications to ensure that the system is being used responsibly. Users should not expect that their work and emails would always be private. You should also be aware that a member of the ICT staff can view your computer screen at any time from anywhere on the school network without you knowing about it.

### Responsibilities

Users are responsible for good behaviour on the network just as they are in a classroom or a school corridor. General school rules apply.

Eating, drinking, grooming and use of aerosol sprays should not happen in the computer rooms or near to any equipment around the school.

Important work files can be copied to your own storage device (memory stick) in order to continue work at home. However, it is your responsibility to ensure that your machine at home is kept virus free.

If a virus alert occurs on a school machine whilst opening a file, contact a member of the ICT staff immediately.

Do not reveal your password to anyone. If you think someone has learned your password then change it immediately.

Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files is not permitted and may be considered a criminal offence under the Computer Misuse Act 1990.

Programs must not be installed on a computer in school except by the ICT technicians. Do not bring in programs or download them from the Internet.

Games must not be loaded, played or used on any computer.

The unauthorised copying of software, contrary to the provisions of the Copyrights, Designs & Patents Act 1988, is not permitted.

The installing, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964.

Computer equipment should not be taken off-site without formal authorisation.

A computer should not be switched off during the school day unless it has completely locked up or is unlikely to be used again that day.

Always make sure that you have completely logged off the computer before leaving it unattended. Please leave the computer and the surroundings as you find them.

## **Mobile Phones/Facebook**

Pupils should be aware that the sending of malicious messages via text and/or Facebook/BBM/Twitter etc is classed as a criminal act. Any information brought to our attention regarding behaviour out of school but involving our pupils will be treated as a police issue and parents will be advised to report the incident to their local police.

## **Internet Use**

Internet access will be provided for you to conduct research and use email with the agreement of a member of staff (pupils).

Users are responsible for good behaviour on the Internet. General school rules apply.

The Internet is provided for users to conduct genuine research and communication (where agreed). All the sites you visit are recorded. Remember that access is a privilege, not a right and that access requires responsibility at all times.

During lessons, staff will guide pupils toward appropriate materials. Outside of lessons, staff supervising the computer rooms will monitor the use of the Internet where appropriate. Internet access is for school based learning only. Parents/guardians are expected to discuss with pupils where appropriate what is and is not acceptable material to access on the Internet.

The school will not publish pictures of pupils without parental consent. This is given in general terms when a child joins the school and specific permission is sought for photographs used in brochures etc.

Any deliberate misuse of the Internet will be regarded as a serious breach of school discipline and appropriate action taken.

The ICT support staff will review pupils' Internet history when appropriate and will review the Internet usage on a half termly basis. The findings of this will be reported to a senior member of staff responsible for ICT usage.

### **The following are not permitted:**

Sending, displaying, accessing or trying to access any obscene or offensive material.

Offensive material is seen as including:

- Pornographic material.
- Material of a racist nature.
- Material deemed to marginalize any particular group whether that is based on gender, race, religion or disability.
- Any material that focuses on gratuitous violence.
- Using obscene or offensive language.
- The use of 'chat rooms' or any social media websites.
- Harassing, insulting or attacking others through electronic media.
- Copying of software.
- Revealing any personal information, the home address or personal phone numbers of yourself or other people.
- Downloading games or other executable programs.
- Intentionally wasting limited resources on unnecessary or unauthorised activities (eg printing).
- Any incident of cyber bullying either via mobile phone or the internet will be regarded as a police matter and dealt with accordingly.

### **E-Safety**

Pupils should be aware when using the Internet of the dangers associated with social networking sites. A full programme of E-Safety material is delivered in the first term of year 7 and updated every year. Any pupil experiencing problems when using the Internet at home or at school should ensure they inform a parent/teacher of their concerns.

### **Check with a member of the ICT department before:**

- Opening unidentified email attachments.
- Completing questionnaires or subscription forms.

### **Sanctions**

1. Violations of the above may result in a temporary or permanent ban on your use of the school network and/or Internet.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

### **How does the school inform pupils and parents of the rulings regarding ICT and Internet Usage?**

We inform parents when pupils start the school, of the accepted use of the ICT systems and the Internet. Pupils are informed through ICT lessons.

Please discuss the above with your son/daughter to ensure they are fully aware of the implications of the range of technologies now available to them both at home and at school.