

## Computer Acceptable Use Policy

At LVS we encourage all pupils to make full use of ICT to support their learning and personal development. All pupils have access to the computer network, enabling them to use standard applications and online facilities such as the Internet and electronic mail.

Pupils must restrict themselves to usage which is ethical and which we consider appropriate. They may assume that their data is secure against interference by other users. They should not assume that their activities are completely private and may be scrutinised by network managers either during routine system maintenance, or if there is reason to suspect misuse of the network.

Pupils should be fully aware of the rules which govern their use of the school's ICT facilities. They are required to sign the Computer Use Agreement. No pupil is allowed to use the school network without signing the LVS Computer Use Agreement. There are guidance notes for the acceptable use, which advise on best practice. Please note that these notes form part of this policy document and are on the network or are available from the school upon request.

### A Use of ICT Facilities

These rules apply to all computer facilities that are provided for access by pupils.

1. Any damage or malfunction to computers, equipment, furniture or fitments should be immediately reported to a member of staff. Academic staff should report all issues to Helpdesk immediately.
2. When logging on to the network, a pupil must always use their own user identification and password and not attempt to impersonate another user.
3. Before leaving a computer, a pupil must always log off the network.
4. Pupils must never divulge their passwords to any other person.
5. Only software which has been provided on the network may be run on the machines.
6. An attempt to bypass security in place on the computer systems or to move, disconnect, power down or alter the settings of equipment is a serious breach of these rules.
7. Pupils may not access, copy, remove or otherwise alter other people's work.
8. Pupils must be aware of and comply with the restrictions placed on certain kinds of usage, notably the playing of games or other recreational activities, or restrictions placed on specific machines.
9. No food or drink may be consumed when using computer equipment.

### B The Internet and E-Mail

The school's internet access is via a filtered service, though there can be no absolute guarantee that unsuitable material is never available to users. Pupils are only allowed to use the school email service, no web based email chat rooms or forums are permitted. When using e-mail and the Internet pupils must not:

1. Send electronic communications which are impolite, indecent, abusive, or discriminatory.
2. Disclose to a third party the personal details of any other pupil.
3. Access any inappropriate Internet sites or attempt to download, send, print, display or otherwise transmit any material which is unlawful, obscene or inappropriate.
4. Breach another person's copyright in any material.
5. Upload or download any unauthorised software.
6. Circumvent user authentication or security of any host, network, or account (referred to as "cracking", "hacking" or "proxy avoidance"), nor interfere with service to any user, host, or network (referred to as "denial of service attacks").
7. Purchase goods or services via the computer network.
8. Use the computer network to gain unauthorised access to any other computer network.
9. Attempt to spread computer viruses or attempt to disrupt or harm the network in any other way.

**LVS ASCOT**

**C Sanctions for improper use**

Failure to comply with the rules which govern use of the network may result in the exclusion from use of the network and either (a) punishment in accordance with normal school procedures, or (b) in serious cases, referral to the Headmaster.

Pupils and parents are asked to sign the LVS Computer Use Agreement as attached and return to the school.

**Computer Acceptable Use – Pupil/Parent Agreement Form**

Please complete and return this form to the Headmistress.

**Pupil:**

I have read and understand the school policy & rules for responsible ICT Use, and agree to comply with them. I will use the Internet, email and other ICT facilities at school in a safe and responsible way and observe all the restrictions explained to me by the school.

**Parent:**

I have read and understand the school Rules for responsible ICT Use, and as the parent or legal guardian of the pupil signing below, I grant permission for my son or daughter to use the internet, email and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of internet safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

Pupil's Name ..... House .....

Pupil's Signature ..... Parent's Signature .....

Date: ...../...../.....

**APPROVAL/CHANGE FORM**

<b>Approval/Change Form</b>		
ORIGINATOR: _____ SIGNATURE: _____ (BLOCK CAPITALS)		
<b>WITHIN DEPT.:</b>		
REVIEWED BY:	POSITION:	DATE:
_____	_____	_____
_____	_____	_____
<b>EXTERNAL TO DEPT.:</b>		
REVIEWED BY:	POSITION:	DATE:
Ciarán Cunningham-Watson	Deputy Head Pastoral	09/01/12
_____	_____	_____
_____	_____	_____
REVISION NO.	REASON FOR REVISION	EFFECTIVE DATE
<b>000</b>	<b>First Issue</b>	<b>1 Aug 2002</b>
<b>001</b>	<b>Second Issue</b>	<b>1 July 2004</b>
<b>002</b>	<b>Third Issue</b>	<b>17 May 2005</b>
<b>003</b>	<b>Fourth Issue</b>	<b>1 September 2005</b>
<b>004</b>	<b>Fifth Issue</b>	<b>18 June 2007</b>
<b>005</b>	<b>Sixth Issue</b>	<b>22 July 2009</b>
<b>006</b>	<b>Seventh Issue</b>	<b>23 November 2009</b>
<b>007</b>	<b>Eighth Issue</b>	<b>29 November 2010</b>
<b>008</b>	<b>Ninth Issue</b>	<b>3 November 2011</b>
<b>009</b>	<b>Tenth Issue</b>	<b>9 January 2012</b>