

LVS ASCOT

COMPUTER 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 (word processing, spreadsheet, database etc.) and online facilities such as the Internet and electronic mail. Recreational use of the network is also permitted, though within clearly-stated limits which are designed to give priority to personal safety and those pupils wishing to use the computers for their work.

Pupils must restrict themselves to usage which is ethical and which we consider appropriate.

The school provides a network environment in which pupils may assume that their legitimate use of computers and the data that they store are secure against interference by other users.

Pupils should not, however, assume that their activities are completely private. Records of their usage, files that they have stored, and email messages they have sent or received may be scrutinised by the members of staff responsible for management of the network either (a) during routine system maintenance, or (b) if there is reason to suspect misuse of the network.

It is important that all pupils should be fully aware of the rules which govern their use of the school's ICT facilities, and that parents should be aware of our insistence that these facilities are used in an appropriate manner. Pupils and parents must sign the LVS Computer Use agreement before a pupil may be allowed to use the school's computer facilities.

A Use of ICT Facilities

These rules apply in all computers that are provided for access by pupils.

1. Any damage to computers, furniture or fitments should be reported to a member of the staff without delay. The same applies to any apparent malfunction of equipment.
2. When logging on to the network, a pupil must always use their own user identification and password. Any attempt to impersonate another user will be treated as a serious offence, as will any attempt to interfere with data stored on the network by another user; these activities are also illegal under the Computer Misuse Act.
3. Before leaving a computer, a pupil must always log off the network and check that the logging-out procedure is complete.
4. Pupils must never divulge their passwords to any other person. Any pupil who suspects that this has happened should inform Helpdesk or their tutor without delay
5. Only software which has been provided on the network may be run on the machines. Pupils are not permitted to import their own applications or games.

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6. An attempt to bypass security in place on the computer systems is a serious breach of these rules as is attempting to alter the settings of computers or in any way move or disconnect computer equipment.
7. Accessing, copying, removing or otherwise altering other people's work is not acceptable use of the network.
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. Equipment must not be disconnected, shut down, powered off or removed without the permission of a member of staff. 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 fully filtered service which is continually updated, though there can be no absolute guarantee that unsuitable material is never available to users. Pupils are introduced to the safe use of the Internet in their ICT lessons.

We regard as acceptable use of the Internet any search for and use of information related to a school subject or to a hobby.

Every pupil has a school e-mail address. E-mail users are able to communicate world-wide with other individuals or organisations whose e-mail addresses are known. Pupils are only allowed to use the school email service, no web based email services, chat rooms or forums are permitted.

E-mail and the Internet represent an important learning resource. Like any resource, however, they can be wasted or abused. When using these facilities, pupils are expected to use their common sense and behave with normal standards of courtesy. They must not:

1. Send electronic communications which are impolite, indecent, abusive, discriminatory or in any way intended to make the recipient feel uncomfortable.
2. Send bulk emails (spam) or distribute 'junk' mail.
3. Disclose to a third party the personal details of any other pupil.
4. Access any inappropriate Internet sites or attempt to download, send print, display or otherwise transmit any material which is unlawful, obscene or inappropriate
5. Breach another person's copyright in any material.
6. Upload or download any unauthorised software.

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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.

C Safe Use of the Internet

Pupils need to be aware that thoughtless use of email and the Internet may possibly jeopardise their personal safety and they must observe the following rules.

1. Not disclose any personal details, such as their home address or telephone number, across the Internet.
2. Never arrange a meeting in person with another person they have "met" or only communicated with by computer, without prior parental approval.
3. Not to respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the student feel uncomfortable or unsafe in any way (if such a message is encountered the pupil should report it to a member of staff).
4. Be aware that any person they "meet" or communicate with on-line may pretend to be someone else.
5. Remember that everything they read on-line may not be accurate.
6. Ignore offers which involve either financial transactions or personal meetings.

D Sanctions for improper use

Failure to comply with the rules which govern use of the network will result in the exclusion of the pupil from non-timetabled or timetabled use of the network for a suitable period of time, and may result in either (a) punishment in accordance with normal school procedures, or (b) in serious cases, reference to the Headmaster for further consideration of the action to be taken. Parents will be informed of all cases of suspension from use of the network lasting for longer than one school day.

Reviewed [date]

Reviewer [name]