



Lichfield Cathedral School

School IT Systems Acceptable Use Policy - Pupils

Introduction:

The use of computers is actively encouraged at Lichfield Cathedral School but this comes with a responsibility to protect both pupils and the school from abuse of the system.

All pupils, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices within the school, irrespective of who is the owner.

All pupils are expected to behave responsibly on the school computer network, as they would in classrooms and in other areas of the school.

The Policy:

Personal Safety:

1. Always be extremely cautious about revealing personal details and never reveal a home address, phone number or email address to strangers.
2. Always inform your teacher or another member of staff if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.
3. Do not play with or remove any cables etc that are attached to a school computer.
4. Always be yourself and do not pretend to be anyone or anything that you are whilst on the internet.
5. Do not arrange to meet with anyone strangers over the internet – people are not always who they say they are.
6. If in doubt ask a member of staff.

System Security:

1. Do not attempt to go beyond your authorised access. This includes attempting to log on as another person, sending e-mail pretending to be another person, or accessing another persons files. Attempting to log on as staff or as the system administrator will be dealt with severely. You are only permitted to log on as yourself.
2. Do not give out your password to any other pupil – if you do and they do something wrong logged on as you, you will be held responsible. If you suspect someone else knows your password change it immediately.
3. Do not make deliberate attempts to disrupt the computer system or destroy data; e.g. by knowingly spreading a computer virus.
4. Do not alter school hardware in any way.
5. Do not knowingly break or misuse headphones or any other external devices e.g. printers, mice.
6. You may use your own headphones only if there is a headphone socket on the front of the computer.
7. Do not attempt to connect to another pupil's laptop or device while at school. Establishment of your own computer network is not allowed.
8. Do not eat or drink whilst using the computer.

Use of the Internet

1. Do not access the Internet for inappropriate purposes.
2. The internet should be used when it is directly related to your school work.
3. Don't use strong language or aggressive behaviour when using the internet.
4. Don't upload or submit anything to the Internet that may be considered inappropriate.
5. Do not give out your personal information to anyone on the Internet.
6. You agree to the school viewing (without notice) any emails you send/receive, and any content stored on school computers.

Printing:

1. If there are any problems with printers or printing, a member of the teaching staff should be informed immediately.
2. Printers must not be disconnected from the network unless by ICT Technical Support and in general, users should not attempt to change default printer settings themselves.
3. Avoid printing large files (e.g. above 10Mb) as this can slow down the printing for other users – if in doubt, ask a member of the ICT department.

Email:

1. Do not reply to spam mails as this will result in more spam. Delete them from your mail box.
2. Do not open an attachment from an unknown source. Inform a member of the ICT staff as it may contain a virus.
3. All emails sent outside the school reflect on Lichfield Cathedral School so please maintain the highest standards.
4. Do not use email during lessons unless your teacher has given permission.
5. Do not send or forward annoying or unnecessary messages to a large number of people.
6. Do not join mailing lists without prior permission by the ICT department.
7. If you receive an email sent to you in error please inform the sender as soon as possible.

Plagiarism and Copyright:

1. Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the internet or anywhere else.
2. You should respect copyright. Breaking copyright law occurs when you produce a piece of work that is protected by copyright. If you are unsure whether or not you can use a piece of work, you should request permission from the copyright owner. This includes music files and the copying of CD's etc.

Privacy:

1. All files and emails on the systems are property of the school. As such, system administrators and staff have the right to access them if required.
2. Do not assume any email sent on the internet is secure.
3. All network access is logged and routinely monitored to ensure that the acceptable use policy has not been broken. At any point the system administrator can see what's happening on any computer screen without a user's knowledge.
4. If you are suspected of breaking this policy, your own personal devices such as mobile phones can be searched by staff with the permission of your parents.
5. The school reserved the right to randomly search the internet for inappropriate material posted by pupils and act upon it.

Software:

1. Do not attempt to install any software on the school system.
2. Do not attempt to download programs from the internet onto school computers.
3. Do not knowingly install spyware or any sort of hacking software or device.

Inappropriate Behaviour:

Inappropriate behaviour relates to any electronic communication whether email, blogging (e.g. online diaries), texting, journal entries or any other type of posting / uploading to the internet.

1. Do not use indecent, obscene, offensive or threatening language.
2. Do not post or send information that could cause damage or disruption.
3. Do not engage in personal, prejudicial or discriminatory attacks.
4. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

5. Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.
6. Do not post or send private information about another person without them agreeing first.
7. Do not use the internet for gambling.
8. Bullying of another person either by email, online or via texts will be treated with the highest severity.
9. Do not access material that is profane or obscene, or that encourages illegal acts, violence, or discrimination toward other people.
10. If you mistakenly access such material please inform your teacher or another member of staff immediately or you will be held responsible.
11. If you are planning any activity which might risk breaking the acceptable use policy (e.g. research into terrorism for a legitimate project), an appropriate member of staff of the relevant subject must be informed beforehand.
12. Do not attempt to use proxy sites on the internet.
13. Do not take a photo of another pupil or member of staff without their permission.

Sanctions:

1. Sanctions can vary depending on the severity of the offence, from a warning or withdrawal of Internet Use, to suspension or expulsion.
2. Any breach of the law may lead to involvement of the police.

General and Best Practice:

1. Think before you print – printing is expensive, consumes resources and is bad for the environment.
2. Priority must be given to pupils wishing to use the computers for school use.
3. Always log off your computer when you have finished using it. Do not lock the computer so that others cannot use it.
4. Always ensure that you save your work to the school server. Work saved on the server is backed up. Any work saved on the hard drive of the computer you use is not backed up and may be deleted during system upgrades.
5. If someone makes you an offer on the web or via email, which seems too good to be true, it probably is.
6. Observe health and safety guidelines – look away from the screen every 10 minutes to rest your eyes and make sure your chair is correctly positioned and adjusted.
7. Be considerate and polite to other users.
8. Leave the computer and the surrounding area clean and tidy.
9. If a web page is blocked that you feel you have a legitimate use for please ask a member of the ICT department and it can be unblocked if approval is given.
10. The internet can become addictive. If you feel that you are spending too long on it please ask a teacher or another member of staff for advice about whether this is safe.
11. If you are leaving the school permanently please ensure you have saved any personal files or emails you want to keep and inform a member of the ICT department so that they can be sent home. These files will otherwise be deleted.
12. If in doubt ask a member of the ICT department.

Other electronic Devices:

The ICT policy above also covers other electronic devices such as mobile phones while they are being used at school. However, none of these devices are covered by the schools insurance and the school accepts no liability for them. All devices should be securely marked and kept locked away where possible. This also includes items such as digital cameras, laptops, Personal DVD players, and MP3 Devices.

Mobile Phones / Cameras:

1. Do not use mobile phones in school.
2. Do not take photos or videos during school.
3. Bullying by text or any other method will be treated in the same severe manner as any other form of bullying.
4. Do not attempt to hack into someone else's device via Bluetooth or any other method.

Music/ Video Players e.g. iPods

1. The use of these devices is banned during school hours.
2. Do not connect such a device to the school network / school computers.
3. Do not break copyright laws by swapping illegal music / video files.

A copy of this policy is available on the school website.