

NEW MILLS SCHOOL

Business & Enterprise College

STUDENTS ACCEPTABLE USE POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	K Lutener	May 2014		
Final	F&GP	July 2014	FGB Min No.	

Revision	Date	Description of Changes

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of this agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

All online activity will be appropriate to:

- ensure the safety and security of the school system
- ensure respect for all members of the school and community
- maintain the reputation of the school

In particular this means:

- I will only access the school IT system and Internet via my authorized account and password, which I will not make available/share with others
- I will ensure that I do not willfully damage the system by means of malicious code (e.g. virus infections, malware etc.), hacking or physical tampering
- I will not use a mobile phone, camera or other electronic device to take, publish or circulate pictures or videos of anyone without their permission
- Language which I use in electronic communication will be appropriate and suitable, as for all school work
- I will respect copyright of all materials
- I will not willfully interfere with and /or delete another person's work/files
- I will not send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to another person.
- I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.

Email

- I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager.

Network Security

- If you discover a security problem, for example being able to access other user's data, you must inform the Network Manager immediately and not show it to other users. Students identified as a security risk will be denied access to the network.
- I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Network Manager.
- I realise that files held on the school network will be regularly checked by the Network Manager or other members of staff.

In addition I understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence
- Guidelines for safe use of the Internet must be followed and I will report any materials or conduct which I feel is unacceptable
- The school reserves the right to examine or delete any files that may be held on its Server, to monitor any websites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.
- I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.

Student Signature

By signing this document you are agreeing to follow the Acceptable Use Policy, without which access can be denied.

Full Name.....

Signed..... Date.....