

ROEDEAN

ROEDEAN SCHOOL ROENET ACCEPTABLE USE POLICY

General

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

The Internet, primarily, is provided for pupils to conduct research and back-up their work. Parent's/carer's permission is required before a pupil is granted access. Access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed.

Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted within the school environment:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords or accounts.
7. 'Hacking' into others' folders, work or files for any reason.
8. Intentionally wasting limited resources, including printer ink and paper.
9. Hacking or attempt to hack; it is illegal in the UK. Hacking includes unauthorised access to files as well as changing/deleting files. This means you are not allowed to trespass in folders, files or work that do not belong to you and you are not allowed to log on as anyone else - even with their permission.
10. Spamming. (Spam is the junk email often sent to many people as a group.)
11. Downloading or installing any software that may violate copyright laws.
12. Accessing inappropriate material for your age or emotional maturity.
13. If writing a blog or website entry: do not use photos of any individual or group without their prior permission, do not use any names or reveal any personal details and make no remarks about anyone other than yourself. Girls are reminded that ownership of these sites may rest with an external company and not with the author, eg someone else can use again anything you have written. These sites are randomly checked by staff members. **It is school policy that no images of the school or its staff may be used without prior permission from the Headmistress.**
14. Making use of the wireless networking facilities in the school in order to use your laptop at a time and/or place which may either disturb others or disrupt your own ability to work properly during the school day.
15. You must not bring the school into ill repute.

If any of these actions occur outside of the school environment in a manner which affects members of the school community, Roedean may deem it appropriate to respond in the interests of safeguarding all the pupils in its care.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on internet/computer use.
2. Your parents/carers will be informed.
3. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
4. When applicable, police or local authorities may be involved.
5. If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Guidance for acceptable internet use

DO:

- If anything you come across on the Internet offends you in any way please tell a member of staff.
- If anything someone else is doing or looking at using a computer offends you in any way, tell a member of staff.
- Change your password regularly - every 3 months.
- Your password should be 10 characters long, and contain at least 2 digits (numbers).
- **Check your school email account daily. Teachers use email to communicate with you.**
- Let ICT staff know if you are receiving lots of unwanted emails or if an email you are expecting does not arrive.
- Regularly delete old emails (from all 3 folders: Inbox, Sent Items, Deleted Items).
- Inform the ICT support desk of any viruses.
- Always log off when leaving the machine - your account is your responsibility. If the ICT department feel you are spending too long on the Internet, your access will be withdrawn for a period of time. (You will be warned by your tutor, if this is likely to happen.)
- Limit your Internet time per day – you may be making good use of the Internet but should not spend hours at one sitting in front of a computer screen; you are being monitored by the school, but you must monitor yourself too.
- It is easy to become addicted to time online, emailing or gaming. Be careful that you think about your own behaviour and about time management; talk to your tutor, your house staff or your Senior Tutor if you are worried about yourself or about someone else.
- We advise you to install anti-virus software on your machine(s) and keep it regularly updated.
- There is a recommended specification for laptops, see the Laptop Advice for Parents document.
- Keep regular back-ups of all work that you do on your laptop, this is especially important if the work is assessed coursework.

DON'T

- Don't store unnecessary files such as personal photos, animations, music files, or out of date coursework on the network. These files should be held on personal storage, such as flash memory or CD.
- Do not give your password to anyone (including friends or teachers).
- Do not allow anyone else to use your account. Remember that the account belongs to Roedean School and is for your use only. Your account remains active for the duration of your time at Roedean.
- Do not disclose any personal information using ICT such as your age, your nationality, your mobile phone number, the school's name, or your credit card details (if you have one). ICT includes email, chat rooms and texting unknown mobile phone numbers.
- Do not eat or drink near a computer for obvious health and safety reasons.

FACTS

- Filtering software is used to filter out inappropriate sites and images but be aware that there is no perfect system for doing this.
- ICT support staff can and may delete inappropriate files from your account, such as games, personal photographic or sound files if a problem arises.
- Any information or file held or created on the Roenet system is copyright Roedean.
- Your school account belongs to Roedean.
- Information, documents, parts of documents, images on the web belong to someone else. You may be breaking copyright laws if you use or include them in your work.
- Plagiarism is a serious offence. You should acknowledge by reference anything that you use in your work that you have taken from another source including web sites, emails, and text books (see the Roedean Behaviour Policy).
- Internet access is switched off at 20:45 Upper Three, 21:00 Lower Four, 21:15 Upper Four, 21:45 Lower Five, 22:00 Upper Five and Sixth Form access stops overnight at midnight.

Once you have read and understood this contract, please sign the slip below and return it to your Tutor. A separate copy will be sent to your parents or guardians for their attention and signature.



PUPIL

I have read, understood and agree to abide by the rules and guidelines for acceptable internet use stated in the Roedean ICT Acceptable Use Policy. I understand the consequences if I do not.

Name: _____ **Form:** _____

Signed: _____ **Date:** _____

PARENT OR GUARDIAN

I have read and agree to the principles stated in the Roedean ICT Acceptable Use Policy.

Name: _____

Signed: _____ **Date:** _____