

THE SIR BERNARD LOVELL SCHOOL

E-LEARNING ACCEPTABLE USAGE POLICY

COMPUTING FACILITIES

Users are encouraged to make use of the school's computing facilities for educational purposes.

All users are expected to act responsibly and to show consideration to others.

USE OF TECHNOLOGY

Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, Personal Digital Assistants (PDAs) and USB media, should be used responsibly and in accordance with the IS Acceptable Use Policy, even when not used with school equipment.

ACCOUNT SECURITY

Users are responsible for the protection of their own network account and should not divulge passwords to anybody.

Passwords must be complex; a minimum of 8 characters, which must include uppercase and lowercase letters, numbers and punctuation marks.

Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

USE OF FACILITIES

It is not acceptable to:

- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that acts as a Wireless Access Point (WAP), bridge or router.
- Connect any device to the network that has access to the Internet via a connection not provided by the school.
- Physically damage or vandalise any computer equipment
- Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute.
- Engage in activities that waste technical support time and resources.

PRIVACY AND E-SAFETY

- Students are expected to act safely by not publishing online personal information. You may share your interests, ideas, and preferences. You must not give out your family name, password, username, email address, home address, school name, city, county or other information that could help

someone contact or locate you in person. Within Rafi-ki it is acceptable to give your school name as this is a restricted access site.

- It is not acceptable to engage in any behaviour that is upsetting or threatening to another user. Any form of online bullying will be dealt with in line with the schools anti-bullying policy.
- Users should not forward private data without permission from the author.
- Users should realise that the school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the Acceptable Use Policy or school guidelines are not being followed.

INTERNET ACCESS

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.

- The use of public chat facilities is not permitted unless directed by a teacher as part of online learning.
- Users should not attempt to use proxy servers to bypass the grid filter system.
- Users should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards. Information sources should be referenced
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

EMAIL

Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

- Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use.
- If a user receives an email from an unknown person or that is offensive or upsetting, an appropriate member of staff should be contacted. Do not delete the email in question until the matter has been investigated.
- Sending or forwarding chain emails is not acceptable.
- Sending or forwarding emails to a large number of recipients is acceptable only for a good reason.
- Do not open attachments from senders you do not recognise, or that look suspicious.
- Users should periodically delete unwanted sent and received emails.
- Pupils may only use the email facilities provided by the School.

INSTANT MESSAGING / SOCIAL NETWORKING

The use of Instant Messaging (IM) within Rafi-ki is allowed. No other IM facilities are to be used within school.

- Pupils are not allowed to use IM facilities during lessons, unless the teacher for that lesson has permitted its use.
- If a user receives a message which is offensive or upsetting, an appropriate staff member should be contacted. Copy and save the message or use the IM archive feature to save the message until the matter has been investigated.
- Never accept files or downloads from people you do not know, or that looks suspicious.

- Do not use a screen-name that is offensive, or gives away additional personal information.
- Do not add unnecessary personal information to your profile or account details.
- The use of video and voice facilities within Rafi-ki is not permitted unless being supervised by a teacher.

Or order to stay safe when using public IM or social networking systems (such as MSN and Bebo) outside school you should additionally:-

- Only communicate with people on your Contact or Buddy List.
- Do not accept requests to join your contact list from people you do not already know.
- Do not add or allow your profile, screen-name or contact information to be shown in online public directories.

BLOGS and WIKIS

The use of blogs and wikis is allowed.

- Students are not allowed to use Blogs or Wikis in lessons, unless the teacher for that lesson has permitted its use.
- Students must agree to not share their user name or password. You agree to never login as another student.
- Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for your blog.
- Users are expected to conduct themselves as representatives of the school. They must not post comments that are defamatory about the school, staff or pupils.
- If a user receives a message from an unknown person, or which is offensive or upsetting, an appropriate staff member should be contacted.
- Users must respect other user’s work and opinions and not maliciously edit any group or individual work. Any user who feels this has taken place should leave the work as it is and contact a relevant member staff.

PRIVATELY OWNED COMPUTERS

Personal laptops and desktops are not allowed to be connected to the school network.

Adopted:.....Date:.....
Head

Adopted:.....Date:.....
Chair of Governors

Reviewed: Date:.....
Head

Reviewed:.....Date:.....
Chair of Governors

This policy will be reviewed bi-annually.