



# Ackworth School

## COMPUTER ACCEPTABLE USE POLICY

### COMPUTER USERS

Anyone using computers, tablets, mobile phones, digital cameras, MP3 players, mobile network “dongles” or any other digital technology in Ackworth School must keep to the School’s Computer Acceptable Use Policy. This includes Teaching Staff, Non-Teaching Staff, Members of School Committee, Pupils, and Visitors. All users are expected to act responsibly and to show consideration to others. By using the School computers or other devices you are agreeing to keep to the School’s Acceptable Use Policy.

### COMPUTING FACILITIES

The School’s computers are provided to support the administration of the School and the education of pupils and other users.

The School’s computers and network are not a place to store personal files such as movies, photographs or music files. Any such personal files could be removed without warning to conserve storage space for the proper use of the computers and network.

Users must not do anything that will affect how the School’s network performs or operates. For example, users must not:

- Try to download, store or install software onto School computers without discussing this first with the Network Engineer and/or the Deputy Head (Academic). Usually, pupils will never be allowed to do this.
- Try to introduce a virus or malicious code to the network.
- Try to bypass network security or other security systems, including the School’s firewall.
- Try to access another user’s account.
- Try to access an area or system they are not allowed to use.
- Try to use any form of hacking/cracking software or system.
- Connect a personal device to the network that acts as a Wireless Access Point (WAP) or router or a server.
- Connect any device to the network that has access to the Internet via a connection not provided by the School.
- Access, download, create, store or transmit material that is in conflict with the values or ethos of the School.
- Do anything that wastes technical support time and resources.

### NETWORK ACCOUNT SECURITY

Network accounts will be set up when new users arrive at Ackworth School. All users are responsible for the protection of their network account and must not let anyone else know their password.

Users’ passwords should not be easy to guess by anyone else. There is a protocol for passwords: they must be a minimum of 8 characters long and must contain at least one letter, at least one number, and at least one non-alphanumeric character. Passwords must be changed at least every six months, and the network is configured to enforce this policy automatically.

Users should not know anyone else’s password.

If any user suspects that someone else knows their password or they accidentally find out someone else’s password, they must tell the Network Engineer or the Librarian as soon as possible so that the password can be changed.

### INTERNET ACCESS

The School’s Internet service is filtered to prevent access to inappropriate content. The School keeps a record of all the webpages visited by all users.

- The use of public messaging services such as Skype or Facebook is allowed only at certain times; its use is not allowed when users should be working, unless using such a service is an essential part of their work.
- Users must not copy and use material from the Internet to gain unfair advantage in their studies, for example their coursework. Such actions may lead to disqualification by Examination Awarding Bodies.
- Users must make sure that they are not breaking copyright restrictions when copying and using material from the Internet; for instance they must not illegally download music or movie files by any means.



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- Anyone using a 3G or 4G Internet “dongle” on their personal computer, or any other means of connecting to the internet, within School, must keep to this Computer Acceptable Use Policy.
- Wireless access is available in many areas of the School and must be used in accordance with this Computer Acceptable Use Policy, in just the same way as the wired network. Any individuals found to be misusing the system e.g. downloading illegal content, may be subject to disciplinary procedures, which may include being banned from the Wireless network.

## EMAIL

All Staff, Members of School Committee, and students in Senior School are issued with a School email address. This is to allow them to conduct school business. Automated software scans all email and blocks any email containing any offensive or inappropriate material.

- Pupils are not allowed to use email during lessons, unless the teacher for that lesson has requested its use.
- If any user receives an email which is in conflict with the aims and ethos of the School or is offensive or upsetting, the Network Engineer or the Deputy Head (Academic) should be contacted. The email in question should not be deleted until the matter has been investigated.
- SPAM email received should be deleted.
- 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. Before doing so, the user must obtain permission from the Network Engineer or the Deputy Head (Academic).
- No-one should open attachments from senders who are not recognized, or attachments which look suspicious.
- All users should periodically delete unwanted sent and received emails, remembering to empty the deleted items folder.
- Email restrictions are in place on the Wireless Network. It is possible to send/receive emails using a School account without issue; other email accounts (e.g. those hosted by Hotmail, Gmail and Yahoo) will only receive email – sending is not possible.

## e-SAFETY and PRIVACY

Any computer or digital technology used within Ackworth School must be used in accordance with all other School policies, especially the School’s Anti-Bullying and Safeguarding Policies.

Pupils are allowed to use Social Networking sites (e.g. Facebook) and Instant messaging services (e.g. Skype, MSN) only at certain times and in accordance with the terms of use of the service they are using (e.g. users must be aged over 13 years to use Facebook).

However:

- Pupils are not allowed to use social networking sites during lessons, unless the teacher for that lesson has permitted their use.
- Pupils should only communicate with people whom they know personally.
- Pupils must not make arrangements to meet people they have met on the internet.
- Pupils must never accept files or downloads from people they do not know, or which look suspicious.
- Pupils must not use a screen-name which is offensive, or gives away additional personal information.
- Pupils must not add unnecessary or misleading personal information to their profile or account details.
- Pupils must not add or allow their profile, screen-name or contact information to be shown anywhere on-line.
- Anyone using voice or video communications must do so in accordance with other School policies and not in a situation where this could annoy other people.
- All users must, at all times, respect the privacy of other users.
- All users must not forward private data without permission from the author.
- All users should understand that the School can and will access personal areas on the network in order to ensure the safety and security of all users. Privacy will be respected unless there is reason to believe that this Acceptable Use Policy or School guidelines are not being followed.



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## PRIVATELY OWNED COMPUTERS and OTHER DIGITAL EQUIPMENT

Personal computers are allowed to be connected to the School network. The content on personal computers must be in keeping with the aims, ethos and values of the School. They are subject to this Acceptable Use Policy.

- All computers must be made available to be inspected and configured before being connected to the network. This may include 'PAT' testing.
- All computers should, for their own protection and the protection of the School's computers and network facilities, have the School-approved anti-virus software installed.
- Personal computers and other digital technologies are brought into and used at School entirely at the owner's risk.
- Any user must stop using personal computers and other digital equipment in School if requested to do so by the Network Engineer or the Deputy Head (Academic). Requests such as this may be made if personal equipment is interfering with the School's equipment.
- All users should make sure that personal digital equipment is turned off when unattended – e.g. pupils' laptops when not required during lesson times.

## DISCIPLINARY PROCEDURES

All users who misuse the computer facilities or break this Acceptable Use Policy may be subject to disciplinary procedures.

## SUPPORT

- If you have any questions, comments or requests with regard to the systems in place, please do not hesitate to contact the Network Engineer or the Deputy Head (Academic). Faulty equipment should be reported to the Network Engineer by clicking the link "IT Help Desk" under the "Favourites" tab in Internet Explorer, sending an email to [helpdesk@ackworthschool.com](mailto:helpdesk@ackworthschool.com), or by telephone (extension 210).
- Users should not attempt to repair equipment themselves.