



INFORMATION TECHNOLOGY – ACCEPTABLE USE POLICY - PUPILS

INTRODUCTION

This Acceptable Use Policy and guidelines aim to ensure that pupils use IT Systems and computers safely, access only appropriate materials, and protect both themselves and School facilities from possible risks.

The policy seeks to balance the desirability of fully exploiting the vast educational potential of Information Technology and Internet resources for learning and communication, with safeguards against any risks and unacceptable activity. Non-compliance with this Acceptable Use Policy will immediately be reported to the Assistant Headmaster (Pastoral) and could result in some or all services being suspended or terminated, followed by further disciplinary measures up to and including expulsion.

Should you require any clarification on any use of IT, contact the IT Service Desk in the first instance.

SECURITY

In order to use School computers and systems each pupil must use their allocated username and password. Pupils must not use a password belonging to another person, or attempt to access any files where they have not been authorised. Passwords must remain confidential and pupils must not allow others to access the network with their personal password. Pupils must not gain or attempt to gain unauthorised access to any computer system(s) for any purpose. Such hacking or attempted hacking is a criminal offence under the Computer Misuse Act 1990.

The following is not permitted on school IT equipment without express permission from the Head of IT Services:

- Changes to installed software or hardware configurations
- Downloading and/or installing software on school equipment

ANTI-VIRUS

Potential sources of viruses include shared media such as floppy disks, CD-ROMs, DVD-ROMs, email (including, but not limited to, files attached to messages), and software or documents copied over networks and downloaded from the Internet.

In order to protect against the virus threat, anti-virus software is installed and updated regularly on all School PCs.

Pupil-owned PCs and laptops that are connected to the network in any way must have anti-virus software installed and it must be updated regularly. Any device that is found not to have Anti-Virus software, or that does not have a recent update, will be removed from the network until remedied.

The IT Service Desk must check any shared media files for viruses prior to use on any device connected to the network.

INTERNET ACCESS AND USE

Internet Access

All pupil internet access must be via the School's wired or wireless network and on a device that has been configured by the IT Services department. Accessing the internet via 3G cellular networks on any device (e.g. computer, PDA, mobile telephone) is not permitted at any time.

Illegal Activities

Pupils must not, by using any service, possess or transmit illegal material. Pupils should be aware that as the internet is a global network, some activities/material which may be legal in the UK, may be illegal elsewhere in the world and vice versa. If you are in any doubt as to the legality of anything, don't do it.

Downloading

The school's Internet access has a finite bandwidth and can become slow and unresponsive under heavy usage, particularly when file downloads are being performed. This can prevent other users from performing their work. For this reason certain restrictions may be implemented to prevent file downloads at certain times.

Downloading certain file types can introduce viruses and other security threats onto the network; therefore some file types may be blocked by default.



Contact the IT Service Desk to download any essential files you require that have been blocked.

File Sharing (Peer to peer networking)

Sharing of files and downloading of files over peer to peer network connections is strictly forbidden at all times.

Offensive Material

The Internet has excellent educational potential for beaks and pupils but is also of major concern with its ease of access to seriously offensive sites. Internet access throughout the School network is filtered and is monitored and supervised by the School. If you inadvertently come across a site which contains offensive material you must report this matter immediately to your Housemaster or to the IT Service Desk, so that the site can be blocked. Under no circumstances must you mention the site to others. Anyone found attempting to access or in possession of offensive material will be reported and access to the Internet immediately blocked.

Social Networking Websites

In common with many other schools, access to Social Networking Websites (e.g. Bebo, Myspace) is restricted and in some cases not permitted. For any sites that are permitted, pupils must ensure that any comments or pictures etc. adhere to the School behaviour rules that require pupils to be responsible, thoughtful and considerate and to bring credit to the individual and the School.

Online Email

Access to online email services (such as Hotmail or Gmail) is permitted. Such webmail email services can be used by pupils to correspond with family and friends. However, these services must not be used to download, upload or transfer files that are otherwise restricted.

Internet access via a Proxy

Accessing the Internet via a third party 'proxy' website is strictly prohibited at all times.

Instant Messaging

Use of Instant Messenger clients (such as MSN or AOL) is permitted outside of normal school and banco times. Usage must be restricted to basic messaging; voice or video communication is not permitted.

Chat Rooms

Before accessing any Chat Rooms or engaging in any online communications, pupils should familiarise themselves with the potential dangers of online chat and how to keep safe – for more information go to <http://www.chatdanger.com/chat/safetyadvice.aspx>

Streaming Media

Schoolwork-related streaming audio and video media accessed via the Internet (e.g. online radio services and news broadcasts) is permitted, although may be subject to restrictions due to Internet bandwidth limitations.

Plagiarism and the Internet

Plagiarism is the theft of ideas and works from another author and passing them off as one's own. Students should be aware that plagiarism is not only cheating but where sufficient is copied, an illegal infringement of copyright.

School references

Should pupils directly refer to the School on any internet website, all comments must adhere to the School behaviour rules that require pupils to be responsible, thoughtful and considerate and to bring credit to the individual and the School.

CHARTERHOUSE EMAIL

Pupils are allocated an email account. These accounts are restricted for use internally within the school only, pupils are unable to receive from or send to Internet email addresses. All staff and pupils are by default configured to access their Charterhouse email via the Internet. To do so, from the Internet browser go to the following link - <http://www.charterhouse.org.uk/email>



Pupils should check their email twice daily during term time as it is used for important communications.

HOUSE NETWORKS

There are Wireless and/or Wired network facilities in each House. The facility is provided for study purposes during the normal school day (which includes Private Study hashes, Banco and Study hours) and additionally for restricted recreation and personal use at other times. To request connection you should contact the IT Service Desk who will provide the relevant instructions.

GAMES

Licensed games software is only permitted on personal laptops and personal PCs. Some licensed and approved games may be allowed on School PCs and the network at specific times and under strict supervision. 'Online' gaming requiring Internet access is not permitted.

REMOVABLE STORAGE MEDIA

Use of removable storage media (for example USB keys) is permitted only where no additional software installation is required.

PERSONAL DIGITAL ASSISTANTS (PDAs)

PDAs are permitted to be connected to pupil owned PCs and laptops. They may also be permitted to be used for Internet access via wireless network.

PORTABLE MEDIA PLAYERS

Portable media players (e.g. iPods and MP3 players, including video players) may be connected to the School computer network for school work use only.
Non-schoolwork related media files must not be stored on the School's network.

DIGITAL CAMERAS & CAMERAPHONES

Digital cameras and cameraphones may be connected to the schools computers for the purpose of transferring schoolwork related images only.

MOBILE TELEPHONES

Mobile telephones are permitted for voice and text usage only. Access to the Internet via 3G cellular networks is not permitted. Mobile telephones with integrated digital cameras must not be used to take pictures or record video unless for schoolwork and prior permission is obtained from a relevant Member of Brooke Hall.

DIGITAL MEDIA STORAGE

Personal picture files and images (e.g. JPG or BMP files) must not be stored on the network.
Personal audio files (e.g. MP3 or WMA files) must not be stored on the network.
Personal movie files (e.g. MPG or WMV files) must not be stored on the network.
School work related media files may be stored on the network.
Media files are often large in size and when possible you should archive old files onto removable media such as CD or DVD.

VOICE OVER IP

Voice services (e.g. Skype or MSN Messenger) are not currently permitted on any part of the Charterhouse computer network.

PRINTING

Printing facilities are provided and should be used considerately to ensure minimal waste. Colour printing should only be done when absolutely necessary.
Personal printers are permitted and each pupil will be responsible for consumable supplies and maintenance of these.

WEBLOGS/BLOGGING

A weblog, commonly know as a blog, is a form of online diary or journal. Much like a personal website, blogs give their author a place to air their opinions and comment on current affairs, detail their interests and hobbies, or just post random musings or rants about the world at large. In addition to text, blogs can contain photos, images, sound, archives and related links, and can incorporate comments from visitors. The process of creating and maintaining a weblog is known as 'blogging', and authors are known as 'bloggers'.



Pupils are permitted to contribute to weblogs, but must ensure that any comments or pictures etc. adhere to the school behaviour rules that require you to be responsible, thoughtful and considerate and to bring credit to yourself and the School.

CYBER BULLYING

Cyber bullying is defined as bullying by 'the use of email, mobile phone and text messages, instant messaging, personal websites and/or chat rooms'.

Any suspected cyber bullying (whether during school time or otherwise) will immediately be reported to the Assistant Headmaster (Pastoral).

VIDEO RECORDING

Integrated or attached computer 'webcams' must not be used at any time for recording video unless prior permission is obtained from a relevant Member of Brooke Hall.

MONITORING

In accepting the School's IT Acceptable Use policy you consent to the School's monitoring and recording any use that you make of the School's electronic communication systems for the purpose of ensuring that the School Rules are being complied with and for legitimate business purpose.

FURTHER INFORMATION

If you require any more information or advice on any IT related topic, or you have any suggestions or feedback, contact the IT Service Desk or The Head of IT Services.

IT Service Desk - Ext 646 or email itsupport@charterhouse.org.uk