



HAMPTON COURT HOUSE
Independent Co-Educational School

IT Acceptable Use Policy
2011 – 2012

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IT Acceptable Use Policy

Computing Facilities

1. Users are encouraged to make use of the school's computing facilities for educational purposes.
2. All users are expected to act responsibly and to show consideration to others.

Use of Technology

3. Technology that can be used to store, transmit or manipulate data, such as mobile phones, MP3 players, Personal Digital Assistants (PDAs) and USB media, should not be connected to the school network without supervision and advice from the Head of IT.

Account Security

4. Users are responsible for the protection of their own network account and should not divulge passwords to anybody.
5. 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

6. It is not acceptable to:
 - a. Attempt to download, store or install software to school computers.
 - b. Attempt to introduce a virus or malicious code to the network.
 - c. Attempt to bypass network or system security.
 - d. Attempt to access another user's account.
 - e. Attempt to gain access to an unauthorised area or system.
 - f. Attempt to use any form of hacking/cracking software or system.
 - g. Connect any device to the network that acts as a Wireless Access Point (WAP), bridge or router.
 - h. Connect any device to the network that has access to the Internet via a connection not provided by the school.
 - i. 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.
 - j. Engage in activities that waste technical support time and resources.
7. The Mac Suite is open during break time and lunch, when supervision is available, for students to use the machines for academic or recreational purposes. Should at any time there be insufficient machines available, students using the computers for non-academic places are asked to give up their spot to those with work to be done.
8. All activities carried out on the computers during lunch and break should have educational value. This may be designing or creating software, producing art or graphic work, completing set class work or just developing skills. Games with no educational value are not allowed.
9. The Head of IT has the ultimate say on what is and is not an appropriate use of the school computers. Please respect his decisions.

Internet Access

10. 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.

11. The use of public chat facilities is not permitted.
12. 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.
13. Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

Email

14. Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.
15. Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use.
16. If a user receives an email from an unknown person or that is offensive or upsetting, the form teacher or the Head of IT should be contacted. Do not delete the email in question until the matter has been investigated.
17. SPAM email received should be forwarded to 'abuse'.
18. Sending or forwarding chain emails is not acceptable.
19. 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 Head of IT.
20. Do not open attachments from senders you do not recognise, or that look suspicious.
21. Users should periodically delete unwanted sent and received emails.
22. Pupils may only use the email facilities provided by the School.

Instant Messaging / Social Networking

23. If a user receives a message from an unknown person, or which is offensive or upsetting, the Head of IT should be contacted. Copy and save the message or use the IM archive feature to save the message until the matter has been investigated.
24. Never accept files or downloads from people you do not know, or that looks suspicious.
25. Do not use a screen-name that is offensive, or gives away additional personal information.
26. Do not add unnecessary personal information to your profile or account details.
27. Do not add or allow your profile, screen-name or contact information to be shown in online public directories.
28. The use of video and voice facilities within IM/SN is not permitted unless being supervised by a teacher.

Bullying

29. Under no circumstances will the school tolerate the use of the ICT facilities in order to bully, intimidate and cause any offence. If any student is caught abusing the facilities the matter will be referred to Head of Pastoral Care for immediate action.

Privately Owned Computers

30. Personal laptops and desktops are not allowed to be connected to the school network without permission from the Head of IT.

Privacy and Personal Protection

31. Users must, at all times, respect the privacy of others.
32. Users should not forward private data without permission from the author.
33. Users should not supply personal information about themselves or others via the web, email or IM/SN.
34. Users must not attempt to arrange meetings with anyone met via the web, email or IM/SN.
35. 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 IT Acceptable Use Policy or school guidelines are not being followed.

Disciplinary Procedures

36. Those who misuse the computer facilities and break the IT Acceptable Use Policy will be subject to disciplinary procedures.

Support

37. If you have any questions, comments or requests with regards to the systems in place, please do not hesitate to contact the Head of IT.
38. Faulty equipment should be reported to the Head of IT.
39. Users should not attempt to repair school equipment themselves.