



King's Academy Ringmer

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“in pursuit of excellence”

Acceptable Use of the Internet - Students

Date: Reviewed 7 December 2017

To qualify for Network, Internet and e-mail access, students must read and sign an agreement.

King's Academy Ringmer strongly believes in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

- 1) Unauthorised access to computer material (that is, a program or data).
- 2) Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
- 3) Unauthorised modification of computer material.

Please read this document carefully, only once it has been signed and returned will access to the computer system be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Network, Internet and e-mail will be denied and the student will be subject to disciplinary action.

Terms and Conditions of This Agreement

Conditions of Use

Personal Responsibility - Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and students will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. As a representative of King's Academy Ringmer, I will accept personal responsibility for reporting any misuse of the network to the IT Helpdesk. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network. Users are expected to utilise the network systems in a responsible manner. The use of ICT must be in support of education and research in accordance with the educational goals and objectives of King's Academy Ringmer. Students are personally responsible for this provision at all times when using any ICT resource. Use of other networks or computing resources must comply with the rules appropriate to that network. (e.g when on work placement). Transmission of any material in violation of any United

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Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- A) Be polite – never send or encourage others to send abusive messages.
- B) Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- C) Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- D) Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users files or folders.
- E) Password – do not reveal your password to anyone. If you think someone has learned your password then contact the IT Helpdesk.
- F) Electronic mail – Is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
- G) Disruptions – do not use the network in any way that would disrupt use of the network by others.
- H) Students will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
- I) Staff or students finding unsuitable websites through the school network should report the web address to the IT Technicians.
- J) Do not introduce USB drives or memory cards into the network without having them checked for viruses.
- K) Do not attempt to visit websites that might be considered inappropriate. (Such sites would include those relating to illegal activity). All sites visited leave evidence in the county network if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- L) Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.
- M) Files held on the school's network will be regularly checked by the IT Technicians.
- N) It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.

Unacceptable Use

Examples of unacceptable use include but are not limited to the following:

- A) Users must login with their own user ID and password, where applicable, and must not share this information with other users. They must also log off after their session has finished.
- B) Users finding machines logged on under other users username should log off the machine whether they intend to use it or not.
- C) Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety. (East Sussex County Council have filters in place to block e-mails containing language that is or may be deemed to be offensive.)
- D) Accessing or creating, transmitting or publishing any defamatory material.
- E) Receiving, sending or publishing material that violates copyright law. This includes through Video

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Conferencing and Web Broadcasting.

- F) Receiving, sending or publishing material that violates Data Protection Act or breaching the security this act requires for personal data.
- G) Transmitting unsolicited material to other users (including those on other networks).
- H) Unauthorised access to data and resources on the school network system or other systems.
- I) User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.
- J) Users may not play or store games on the network either online or from executables stored on the network. Users found to have games on the network will have them deleted and will be sanctioned appropriately.
- K) Users may only store relevant work on the system, users found to have large numbers of pictures or music will have them deleted and will be sanctioned appropriately.

Additional guidelines

Users must comply with the acceptable use policy of any other networks that they access.

- L) Users must not download software without approval from the IT Technicians.
- M) Users must comply with the acceptable use policy of any other networks that they access.

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Network Security

If you identify a security problem, notify a member of ICT Support at once. Do not demonstrate this problem to other users. You must login to your own school gmail account with your own user name and password, where applicable, and must not share this information with other users. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords will have their access denied and will be subject to disciplinary action. Any user identified as a security risk will be denied access to the system and be subject to disciplinary action.

Electronic Mail

Electronic mail (email) is provided by King's Academy Ringmer, the use of Internet based email systems is forbidden. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (spamming). The school email system is filtered monitored.

Wilful Damage

Any malicious attempt to harm or destroy any equipment or data of another user or of any other network connected to the school system will result in loss of access, sanctions and, if appropriate, legal referral. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not and the deletion of data from its place of

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storage. The use of software from unauthorised sources is prohibited.

Online Ordering Systems

It is strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature. In addition it is also forbidden for students to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

Media Publications

Named images of students (e.g photographs, videos, web broadcasting, TV presentations, web pages etc.) must not be published under any circumstances. Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Students' work will only be published (e.g photographs, videos, TV presentation, web pages etc.) if parental consent has been given.

Internet Search Engines

Students are required to use Internet search engines responsibly. If students are found to be searching for material unsuitable and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing safety filters from Internet Search engines in order to access unsuitable material. This includes but is not limited to the removal of the SafeSearch feature.

Executable, Music and Video Files

Students are strictly forbidden from introducing executable files (e.g. '.exe, .cmd, .bat, .bin') to the network as these can in some cases contain harmful viruses. This includes but is not limited to copying such files onto shared network drives, saving them on your Home Area (H:\).

Students are strictly forbidden to connect/attach any USB device to the school network. School work can be transferred to and from the school network using Office 365.

Students are strictly forbidden from introducing music and video files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi'). These files in many cases are copyrighted and the copying onto shared network drives or storing on your Home Drive (H:\) may breach their copyright.

Students are strictly forbidden from downloading executable, music and video files when using the school's Internet provision.

Reporting Issues

If any of the following issues arise please report them to IT Support and the Pastoral Leader.

- Issues relating to students or reporting by students should be directed to the Pastoral Leader
- Issues relating to the misuse of computers and school hardware should be reported to IT Support
- Issues regarding technical issues should be reported to IT Support
- If you do not want to speak with anyone at King's Academy Ringmer please contact CEOP (<https://www.ceop.police.uk/Ceop-Report>)

I understand and will abide by the provisions and conditions of this agreement. I understand that

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any violations of the above provisions may result in disciplinary action and the removal of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described above.

Student Signature.....

Student Name (please print)..... Date.....

King's Academy Ringmer students must also have the signature of a parent or carer who has read this agreement.

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for King's Academy Ringmer to restrict access to all controversial materials and will not hold the school or East Sussex County Council responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to King's Academy Ringmer to permit my child access to electronic information services and I certify that the information given on this form is correct.

Signature.....

Name (please print)..... Date.....

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