The following points and information are the accepted protocol regarding the use of the school network and electronic teaching aids and will assist in protecting our school network and electronic teaching resources.

DO

- Ask for assistance from technical staff if you believe that there is a problem with any of the computers or electrical equipment in school.
- Report all faults as soon as possible to your teacher or a technician.
- Use ICT equipment responsibly and carefully.
- Regularly change your password and inform the Network Office if you suspect that someone has been using your account.
- Keep your password secret and keep it safe.
- Log off the network at the end of each lesson.
- Save evidence of cyber bullying (see below).

DO NOT

- Tamper with any computer, or any electrical equipment.
- Unplug any cables from the computers.
- Attempt to fix and hardware faults yourself.
- Attempt to access other users' network space.
- Tell anyone your password.
- Allow other people to use your username and password.
- Play internet games or attempt to play internet games. This slows the network down for everyone and is unacceptable.
- Download music, videos or software.
- Install/attempt to install software on any school device (Desktop, Notebook or iPad).
- Access or attempt to access material of a pornographic or sexually explicit, racist, violent or extremist nature.
- Attempt to by-pass or circumvent any of the security or filtering systems installed on the network for the protection of all.
- Publish or attempt to publish hurtful or offensive material.
- Send threatening or offensive messages, including pictures, to anyone. This is **CYBER BULLYING –** deliberately setting out to upset another person through using modern technologies.
- Send email messages to more than one person unless instructed to do so by a member of staff.
- Use computers without adult supervision.
- Use printers unless told to by a member of staff.
- Open links or attachments in emails from unknown senders.
- Sign up to social networks with your school email address.

Printing:
You will be emailed with your printer code the first time you send a document to print. Keep this code secret, keep it safe. You will need to use it at the printers to release your print jobs.

Can I bring my mobile to school?

Yes – it can be used in lessons as a learning tool, **but only when you have been told by your teacher to do so.** You may **NOT** use your phone around school, if we see or hear your mobile it will be confiscated and returned to you after 5 days. Your parent/carer can come to school to collect it before then. Most importantly, it is your responsibility to look after your mobile, and it must be kept switched off and out of sight in your bag unless you are told otherwise in a lesson by a member of staff.

The school computer network includes static computers such as desktop PCs and mobile computers such as notebooks and iPads, an e-mail system and internet connection; they are provided as a resource for education.

Other electronic teaching resources such as DVD, video cassette players, projectors and TVs may also be provided.

All network and internet activity is monitored and logged. We may use this as evidence in disciplinary proceedings to prove inappropriate use of the network and/or school resources.

Internet access within school is filtered, we can block sites that are inappropriate or may interfere with the smooth operation of the network. Every effort is made to ensure a safe environment for our students; however it is not possible to filter every web site that may be inappropriate.

We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages; however we regard the use of ICT equipment as a privilege which will be removed if a student is found to have acted inappropriately.

The following sanctions can be applied:

- Physical damage to equipment – parents will be asked to reimburse the school.

- Abuse of email system, including sending of abusive or threatening messages – removal of email access for half a term (6 weeks). School will encourage the family of the victim/s to involve the police, who take cyber bullying very seriously indeed. **They will prosecute**.

  Repeat offences – may lead to permanent removal of network access.

- Abuse of internet, including accessing or attempting to access inappropriate material – removal of internet access for half a term (6 weeks).

  Repeat offences – permanent removal of privilege.

Serious abuse of the rules around Network use may also result in further punishment under the school's Behaviour Policy. The school reserves the right to vary the particular sanction if access to the system is required for study.

I accept to be bound by the Rossett School Computer Network & Electronic Resources Acceptable Use Policy.

Signed _____ (Student) Date _____

Signed _____ (Parent/Carer)   Date _____

I give my child permission to have access to the school email system and to be provided with a school email address when required to support their study

Signed _____ (Parent/Carer)   Date _____

Rossett School
Success for everyone

Computer Network and Electronic Resources Acceptable Use Policy

Name _____ **Form** _____