



St. Cuthberts Catholic Community College
for Business & Enterprise

Network Access Policy (Acceptable Use) March 2011



ICT Network Access Policy (Acceptable Use – Students and Parents/Carers)

Please read this document carefully and sign and date it to indicate your acceptance of the Policy.

Access to the ICT facilities at **St. Cuthbert's Catholic Community College for Business and Enterprise** (*hereinafter referred to as St. Cuthbert's and the College*) will only take place once this document has been signed by **both** the **pupil** and **parent/carer**.



Such actions:

- ⇒ reduce the **availability and reliability** of computer equipment;
- ⇒ puts **other users' data at risk**
- ⇒ lead to an **increase in repairs** of the ICT facilities, which impacts upon every students' ability to use the ICT facilities.
- ⇒ **incur costs**, which reduce the funds available to improve the ICT facilities St. Cuthbert's has.



Use of Removable Storage Media

St Cuthbert's accepts the fact that you may wish to transfer school work done at home to school using a **flash memory device** or a **CD disk**. However, the College cannot guarantee that your work will be able to be transferred properly using these.

Printers and Ink

Printers are provided across the College for use by students. Please use the printers sparingly and for educational purposes only. Take the time to check the layout and proof read your work using the '**Print Preview**' facility before printing.

All printer use is **recorded and monitored** and, if you deliberately use the printer for non-education or offensive material, you will be subject to the behaviour management measures of the College which **include the following**:

- A warning
- Email and/or Internet facilities removed
- Letter home to parents
- Loss of access to the print facilities available within the College
- Report to the School Governors
- Report to appropriate external agencies like the Police



Data Security and Retention

All data stored on the College network is backed up daily and backups are stored for up to at least two weeks.

Internet

The use of the Internet is a privilege and inappropriate use will result in that privilege being withdrawn.

Content Filtering



St Cuthbert's provides 1 layer of internet filtering, designed to remove controversial, offensive or illegal content. However, it is impossible to guarantee that all controversial material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, **you must report it to a member of staff or ICT Technician immediately.**





Acceptable use of the Internet

All Internet access is logged and actively monitored, they are stored and usage reports can and will be provided to any member of staff upon request.

Use of the Internet should be in accordance with the following guidelines:

- **Only access suitable material** – the Internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law.
- **Do not access Internet Chat sites or social networking sites.** Remember you could be placing yourself at risk.
- **Never give or enter your personal information** on a website, especially your home address, your mobile number, photographs or passwords.
- **Do not access online gaming sites.** Remember that your use of the Internet is for educational purposes only.
- **Do not download or install software** from the Internet, as it is considered to be vandalism of the College's ICT facilities.
- **Do not use the Internet to order goods or services** from on-line, e-commerce or auction sites.
- **Do not subscribe to any newsletter**, catalogue or other form of correspondence via the Internet.
- **Do not print pages directly from a website.** Web pages are often not properly formatted for printing and this may cause a lot of waste. If you wish to use content from websites, consider using the copy and paste facility to move it into another application, copyright permitting.



Privacy and Data Protection

Passwords

- **Never share your password** with anyone else or ask others for their password.
- When **choosing a password**, choose a word or phrase that you can easily remember, but not something which can be used to identify you, such as your name or address. Generally, longer passwords are better than short passwords.
- If you **forget your password**, inform a member of the ICT staff.
- If you believe that someone else may have discovered your password, then **change it immediately** and inform a member of staff.



PASSWORD



Security



Never attempt to access files or programs to which you have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.

You should **report any security concerns** immediately to a member of staff

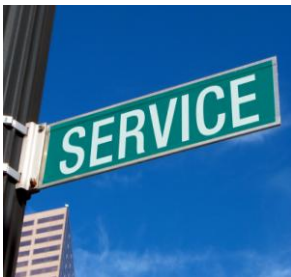
If you are identified as **a security risk** to the College's ICT facilities you will be denied access to the systems and be subject to disciplinary action.

Storage and Safe Transfer of Personal Data

- St. Cuthbert's holds information on all pupils and must follow the requirements or the **Data Protection Act 1998**. This means that data held about pupils can only be used for specific purposes and therefore all data will be **recorded, processed, transferred and made available according to this Act**.
- St. Cuthbert's will seek to ensure that personal data sent over the internet will be **encrypted or otherwise secured**.



Service



- Whilst **every effort is made** to ensure that the systems, both hardware and software are working correctly, the College will not be responsible for **any damages or loss incurred** as a result of system faults, malfunctions or routine maintenance. *(These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors.)*
- Use of any information obtained via the College's ICT system **is at your own risk**. St Cuthbert's specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

Mobile Technologies

For reasons of **safety and security** pupils will not use their mobile phone or any other technology within lessons.





REQUIRED SIGNATURES

PUPIL

- I understand and agree to the provisions and conditions of this agreement.
- I understand that any disobedience to the above provisions may result in disciplinary action and the removal of my privileges to access ICT facilities.
- I also agree to report any misuse of the system to a staff member and I understand that 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 or any act likely to cause offence.

PUPIL NAME: _____ **FORM:** _____

PUPIL SIGNATURE: _____

DATE: _____

PARENTS / GUARDIANS

- As the parent or Guardian of the named child 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 St Cuthbert's to restrict access to all controversial materials and will not hold the school 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 St Cuthbert's to permit my child access to electronic information services and I certify that the information given on this form is correct.

NAME: _____

SIGNATURE: _____

DATE: _____



FAQ

Q. What is E-Mail?

A. E-mail stands for Electronic Mail. E-Mail is a method of sending messages using a computer and the internet.

Q. What is the Internet?

A. The internet is a collection of billions of websites that can be accessed via a network.

Q. What is an Electronic Resource?

A. Examples of Electronic Resources are PC'S, Laptops and Digital Camera's.

Q. What is the "College Network"?

A. The college network is the system that runs throughout the college to connect all electronic devices.

Q. What is the Computer Misuse Act 1990?

A. The Computer Misuse Act is a piece of official legislation that makes unauthorised access to computer material illegal and punishable within the law.

Q. What is removable storage material?

A. An example of removable storage material is a USB Pen Drive.

Q. What is Internet Filtering?

A. Internet Filtering is the process in which inappropriate websites are blocked.

Q. What does it mean when it says "Internet access is actively monitored"?

A. The college uses software to monitor what pupils are viewing on their screen and can produce reports that show exactly what websites each pupil has attempted to view.

Q. What is the Data Protection Act?

A. The Data Protection Act is a piece of official legislation that is designed to protect the individual who's personal data is stored.

Q. What is encryption?

A. Encryption is a method of protecting data before it is sent.

