



Kingsdown School

ICT Acceptable Use Policy

Kingsdown School's computing facilities are provided to enable students to further their education and staff to enhance their professional activities including teaching, research, administration and management. Students will not be able to access the Internet until this form has been signed and returned. Permission to use the facilities is conditional upon the user signing an agreement to abide by the "Acceptable Use Policy". Any breaches of this policy will be treated as a disciplinary matter and dealt with appropriately. Sanctions imposed could result in the right to use the facilities being withdrawn either temporarily or, under certain conditions, permanently. The use of the computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

The school may exercise its right, including by electronic means, to monitor the use of the schools' computer systems, including the monitoring of web-sites visited, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the schools' computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful. Where misuse of the system is suspected the Network Management Team will immediately remove the user's access rights pending an investigation.

Rules for responsible computer use

The school has installed computers with Internet access to help students to learn. Like all other equipment the computer network should be treated with respect. These rules will help everyone:

- I will only access the system with my own user name and password, which I will keep secret.
- I will not access other people's files.
- I will log off correctly and leave the equipment set up ready for the next person to use.
- I will use the computers for schoolwork and homework only.
- I will not cause damage to or interfere with any of the ICT equipment.
- I will not display, print or distribute, in any form whatsoever, material that may be regarded as offensive (promoting discrimination of any kind).
- I will not try to access pornographic, racist or offensive material.
- I will not enter public or private chat rooms unless my teacher has said it is safe to do so.
- I will not attempt to access my personal email (webmail) from within school.
- I will only e-mail people I know, or my teacher has approved.
- I will not open e-mail attachments from people I do not know.
- The messages I send will be polite and responsible.
- I will not send anonymous messages or forward chain letters and I will not send messages which appear to come from someone else.
- I will not give my home address or telephone number, or arrange to meet someone, unless my teacher agrees and my parent or carer has given permission. I will be aware of 'stranger danger' when online.
- I will report any unpleasant material or messages sent to me.
- I will not compromise the security of ICT systems, whether owned by the school or by other organisations or individuals (including attempting to bypass Internet security filters).



- I will not use my own software on the network.
- I understand that copyright and intellectual property rights must be respected.
- I understand that the school may check my computer files and monitor the Internet sites I visit and the contents of my email messages.
- I will be economical with printing and will preview and spell check my work before printing.
- I will ask permission of a member of staff before printing my work.
- I will not copy or download personal music or video files to the school network.
- I will not listen to online music / videos, without my teacher's permission.
- I will not upload and store music, games or videos in my school user area.
- I will not take photographs or video of anyone without their permission.
- I will only access websites my teacher has allowed, and will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, video broadcasting (e.g. YouTube), or accessing social networking sites (e.g. BeBo).

Students who break these rules risk disciplinary action.

Biometric Systems

At Kingsdown School we have a cashless catering system. This is a system that incorporates the latest technology and eliminates the need to carry cash throughout the day. It is biometric so there is no need to carry a card as the system will recognise your fingerprint at the re-valuation pay points and at the tills. The system works by taking measurements of your fingerprint and then converts them into a digital ID. This does not capture a complete image, meaning the original fingerprint cannot be reconstructed from the data. We would encourage you to enrol on the biometric system, even if you don't use the canteen as we are looking at other systems within the school which may also use biometrics. This will prevent you from having to enrol again. Please contact the ICT support team if you have any further questions or queries in relation to this.

Signed

W Conaghan
Headteacher

Date: 31st January 2011

Signed

G Duncan
Chair of Governors

Date: 31st January 2011



Kingsdown School

Responsible Computer Use

Both the student and the parent/carer should complete, sign and return this form to the Main School Office.

Student's Name

Tutor Group

Student's Agreement

I have read, understood and accept the ICT Acceptable Use Policy. I will abide by the rules for responsible computer use at all times.

Signed :

Date:

Parent's/ Carer's Consent for Internet Access and Email

I have read and understood the school rules for responsible computer use and give my permission for my son/daughter to access the Internet and have an email account. I understand that the school will take all reasonable precautions to ensure students cannot use school systems inappropriately. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet and email facilities.

Signed :

Date:

Please print name:

Parent's/Carer's Consent for Web Publication of Work and Photographs.

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed :

Date:

Please print name :

Parent's/Carer's Consent for use of Biometrics

I have read, understood and **agree to** the "use of biometrics" information within this document.

Signed :

Date:

Please print name :

The latest version of this form is available in an electronic format on the School Website at
http://www.kingsdownschool.co.uk/docs/acceptable_use_policy_students.pdf