

# St Anselm's College

## Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet

The ICT resources are provided and managed by the college and are made available to students to further their education. This Acceptable Use Policy has been drawn up to protect all parties - the students, the staff and the college. It has been made available to all students, their parents and staff. Should you lose it and require another, enquire at the ICT Dept office.

The college reserves the right to:

- Examine or delete any files that may be held on its ICT network.
- Monitor any Internet sites visited.
- Monitor all on-line activity.
- View any e-mail messages passing through or saved on the network.
- View all activity on the college's Intranet.
- Restrict any other activity that the ICT Department Staff feel they need to within the domain of the college's network structure.

The College also will not or cannot:

- View user passwords, both in use on the college's network and on external websites.
- Share personal or private information of users with any third party outside the college as per the Data Protection Act 1998.

All users who wish to use the college's ICT facilities should sign the Acceptable Use Declaration and return it to the college for approval. Parents of students must also sign the declaration to show they understand it.

**Access to the college's ICT facilities is a privilege and not a right. Any user who abuses this privilege will immediately be excluded from accessing and using the ICT facilities. Further sanctions will be applied through the college's disciplinary procedures.**

### Sanctions.

The college may at any time:

- Restrict user access to the internet.
- Remove internet access completely.
- Restrict network access.
- Remove network access completely.
- Remove any pupil from any ICT classroom.

The college reserves the right to amend this acceptable use policy at short notice.

## Guidelines for use.

- Access should only be made via the authorised logon name and password, which must not be made available to any other person. Each user is responsible for all actions taken using their Username and Password.
- All work should be saved either to removable storage (Floppy disk, memory stick etc) or saved to the public drive (Drive V:) or saved to your own secure private user area (Drive U:).
- Accessing any other drive than those mentioned above such as drive C: is not permitted at any time.
- Attempting and gaining access to another user's account is not permitted under any circumstances.
- The ICT network should primarily be used for schoolwork, homework and coursework. Recreational use of the network is permitted ONLY during lunchtime and after school ICT clubs.
- Activity that threatens the integrity of the ICT network, or activity that attacks or corrupts other systems, is forbidden. Such activities include browsing/deleting system files, sending internal messages and changing any system settings.
- Use of the network and email to access, store or send inappropriate content such as the following is forbidden.
  - Illegal, Fraudulent or Libellous
  - Obscene or Offensive
  - Threatening or Harassing based on Gender, Race, Disability, Religion.
  - Content that might leave the college open to Criminal Proceedings.
- Any attempt to circumvent restrictions or disable monitoring software is forbidden.
- While the college network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the college accepts no responsibility for damage caused by computer viruses on other systems.
- The public drive is for public use of files. Files are placed here as the owner's risk and it is suggested that they always be backed up in a secure location.
- Downloading of programs, games, music, video, screensavers, wallpaper or other non-educational material from the Internet or uploading the same from disc or CDROM is forbidden.
- Internet activity should be appropriate to the student's education. "Surfing the Web" for recreational purposes is not allowed during lesson time unless specified by the teacher. Lunchtime ICT access has been arranged for this purpose;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use of the ICT facilities for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same levels of language and content should be applied as for letters or other media.
- Giving names, home addresses, telephone numbers or other details such as credit cards numbers and bank details on the Internet is forbidden.
- For students, arranging to meet someone through e-mail or on the Internet is forbidden.
- The use of interactive chat, chat rooms or newsgroups is forbidden.
- In the interests of hygiene the condition of machines, food and drink should be kept away from machines and out of ICT classrooms at all times unless specified by a member of staff.