

THE GROVE PRIMARY SCHOOL



COMPUTER USE POLICY

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THE GROVE PRIMARY SCHOOL

POLICY ON ACCEPTABLE USE OF THE SCHOOL'S DEVICES AND THE INTERNET

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1 INTRODUCTION

- 1.1 Within the context of this document, 'computers' is a generic term which is inclusive of the school's servers, as well as any stand-alone, linked or networked desktop, laptop, notebook, notepad, tablet, iPad, smartphone or any other similar instrument or piece of equipment used to write, store, access, transmit, read, use or manipulate information, or to communicate with another person or electronic or similar equipment, or electronically to publish or circulate documents, messages or similar.
- 1.2 All of these instruments, equipment and facilities, including laboratories, classrooms or other venues housing electronic equipment, and any additions to the facilities or network are known as the School's Computer Facility.
- 1.3 Computers and computing services, including the internet, e-mail and any part of the School's Computer Facility, are intended specifically for *educational* and *administrative* purposes related to the school and schooling.
- 1.4 This policy applies equally to all learners and to all employees of the school who may make use of the facility.
- 1.5 Learners and employees who have not agreed to abide by this policy by signing and returning the Learner/Employee Agreement shall not be allowed access to any computer nor any part of the network or network facilities such as internet and e-mail.
- 1.6 The use of the School's Computer Facility is a privilege rather than a right.
- 1.7 This privilege may be revoked if it is abused.

2 THE USE OF THE GROVE'S COMPUTER FACILITY

- 2.1 Learners and staff alike are expected to use the system and facilities for:
 - 2.1.1 direct educational purposes;
 - 2.1.2 accessing information for school or educational activities;
 - 2.1.3 constructive communication via e-mail; and/or
 - 2.1.4 administrative purposes.
- 2.2 Users bear full responsibility for their own accounts and for anything sent from or stored in them.
- 2.3 Users may not access, keep, send or use any content that the reasonable person would not like his/her managers, colleagues, parents, teachers or others to know about.
- 2.4 Unruly or inappropriate 'cyber behaviour' as well as any form of general misbehaviour while using the School's Computer Facility is unacceptable. It is expected of learners to use the internet, e-mail facilities, computer system and network of The Grove's School's Computer Facility in a responsible and legal manner.

3 ACCESS TO THE FACILITIES

The facilities (Computer Labs) are available to learners undertaking individual work as follows:

- 3.1 During class periods
- 3.2 As timetabled and as announced: for acceptable use while under supervision.
- 3.3 Times of availability may vary depending on usage and demand, but will be arranged to benefit the user as far as possible.

4 SPECIFIC RULES OF THE COMPUTER LABORATORIES

When in the Computer Labs, learners must:

- 4.1 Be under the supervision of members of staff, the Computer Committee or other responsible learner leaders delegated to exercise guidance and supervision in the facility.
- 4.2 Only use the internet when instructed or explicitly granted permission to do so by a teacher.
- 4.3 Not listen to music files while working, unless permission has been granted to do so by the teacher.
- 4.4 Not use e-mail facilities during lesson time, unless instructed to do so by their teachers.
- 4.5 Not change screen savers / backgrounds or change settings or files on any machines.
- 4.6 Not play games on their computers at any time, unless the games are part of the teaching programme.
- 4.7 Not eat or drink in the computer labs, or bring any form of food or liquid into the labs.
- 4.8 Obey members of the Computer Committee and staff who may be on duty at any time.
- 4.9 Refrain from disturbing other users by avoiding loud noise.
- 4.10 Not interfere with any other user, e.g. by pressing the keys on a workstation being used by another user.
- 4.11 Leave all bags in designated areas which are not adjacent to computer equipment.
- 4.12 Adhere to the rule of one user per computer unless otherwise specified by the Computer Administrator or supervising teacher.

5 **USER RESPONSIBILITIES**

- 5.1 All users are required to use computer accounts wisely and securely: this means that one does not share one's account or password with anyone under any circumstances.
- 5.2 All users are expected to care for the facilities and equipment: this means that:
 - 5.2.1 one does not abuse computer equipment;
 - 5.2.2 one reports problems and misuse of the facilities immediately;
 - 5.2.3 one does not eat or drink in the Computer Labs or in the vicinity of computer equipment;
 - 5.2.4 school computers and the network are kept efficient and virus free;
 - 5.2.5 files should be saved to an account and not onto the hard drive of any school computer.

6 **ILLEGAL ACTIVITIES AND SYSTEM SECURITY**

It is illegal or fraudulent, and therefore entirely unacceptable, for anyone on the school's system to:

- 6.1 Attempt to gain unauthorised access to the Internet or any other computer system through the network.
- 6.2 Use any other person's account or access any other person's files or the school's files.
- 6.3 Make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- 6.4 Breach the copyright laws: unless specifically permitted in writing by the producer or publisher, the copying or sharing of software is illegal.
- 6.5 Download software from or via any of the school's computers, or from other sources by using the school's network or facilities.

7 **SAFETY**

- 7.1 The virtual world of the internet has risks as well as opportunities. The risks include:
 - 7.1.1 access to information that is unsuitable or inappropriate;
 - 7.1.2 contact with individuals whose behaviour is unacceptable and exploitative; and
 - 7.1.3 involvement in inappropriate commercial activities or the receipt of unsolicited marketing.
- 7.2 In order to work safely on the system it is essential that learners should:
 - 7.2.1 avoid posting personal contact information about themselves or other people;
 - 7.2.2 not arrange to meet anyone they have met online without first obtaining parental approval;
 - 7.2.3 tell a teacher immediately about any message received that is inappropriate or makes the learner feel uncomfortable.

8 **ACCESS TO INFORMATION AND USE THEREOF**

- 8.1 Users have the right to search freely in appropriate areas for information.
- 8.2 However, storage capacity is at a premium, and learners and employees are to conserve space by deleting unnecessary e-mails or other material which takes up excessive storage space on the network.
- 8.3 Teaching staff can be consulted by learners who are in doubt as to the meaning of "appropriate". In general, though, a learner may not:
 - 8.3.1 reproduce, copy, plagiarize, represent or present another's work as one's own, or break copyright: any usage of other sources and ideas must be acknowledged. (Plagiarism in this sense means taking the ideas found on the Internet and presenting them as if

they were one's own, while copyright infringement occurs when one inappropriately reproduces work that is protected by copyright.)

- 8.3.2 download any file/music file or programme without the permission of the Computer Administrator.

9 OWNERSHIP, PRIVACY AND CONFIDENTIALITY

- 9.1 Any files stored, transferred to or used on the school's network or hardware are the property of the school, for which the school has legal responsibility.
- 9.2 The school consequently reserves the right to check on usage and content so as to maintain the integrity of the system and ensure the acceptable use of the system, and it is a condition of the use of the internet and e-mail that all work, mail and other use of the system is subject to random monitoring for security, acceptable use or other network management checks.
- 9.3 Access to the World Wide Web (internet) is filtered and managed in-house, and communication via e-mail cannot be guaranteed to be private.
- 9.4 If it is suspected that anyone is using a machine for purposes other than educational, administrators will be entitled to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy.
- 9.5 The school reserves the right to investigate the e-mail or account of any user who, in the opinion of the Principal or his/her delegate, might be transgressing the rules or the spirit of this policy document, and to delete the contents of a mailbox if considered necessary for either ethical or logistical reasons.
- 9.6 In order to protect the ownership, privacy and confidentiality of private files, individual mailboxes, etc., the following rules apply to all users. The user may not:
- 9.6.1 log in, or attempt to log in, under any name but his/her own;
 - 9.6.2 attempt to access any communication, file or other information belonging to any other network user;
 - 9.6.3 attempt to discover the password of any other user, by any means whatever;
 - 9.6.4 attempt to log onto the network as the system administrator or as a teacher;
 - 9.6.5 open an e-mail if the sender is not known to him/her or the Subject line is not relevant to him/her personally: if such 'unknown' e-mail is received, the receiver must delete it and also clear it from the 'Deleted Items' folder.

10 APPROPRIATE USAGE and "NETIQUETTE"

- 10.1 "Acceptable" or "appropriate" use shall be determined by the Principal, Governing Body, Computer Administrator and/or other appointees of the people in these positions, taking into account the laws of the country and international laws governing the use of computers.
- 10.2 Examples of "unacceptable" use include, but are not limited to:
- 10.2.1 using the Internet to access material that is profane, obscene or sexually explicit (pornography), or that advocates violence or discrimination towards other people. (a learner who mistakenly accesses inappropriate information must immediately report it to a teacher.)
 - 10.2.2 posting chain letters or engaging in spamming. (Spamming is sending an annoying and unnecessary message to a large number of people.)
 - 10.2.3 sending any e-mail to the global list of learners and/or staff at the school;
 - 10.2.4 accessing CHAT (IRC, ICQ, MSN or equivalent), Network Neighbourhood, Win Popup or other messaging software, Listservs, Bulletin Boards, Telnet, SMS or similar

- activities without permission from the Computer Administrator or your supervising teacher – and then only for educational purposes;
- 10.2.5 downloading any games from the internet, or using the network to play, share, copy or save games;
 - 10.2.6 using internet or e-mail, playing games or accessing chat software during class times without the express permission of the supervising teacher;
 - 10.2.7 linking private websites to the school's website without permission;
 - 10.2.8 using school e-mail accounts to:
 - 10.2.8.1 create, copy, store or post a virus or use illegal software;
 - 10.2.8.2 send/receive e-mails using someone else's name or account;
 - 10.2.8.3 send messages that are sexist, racist, inflammatory, discriminatory or contain obscene language;
 - 10.2.8.4 send or receive messages that contain encoded/encrypted graphics or attached graphics files (e.g. pictures);
 - 10.2.8.5 send/receive chain letters, junk mail or spam;
 - 10.2.9 using the internet, e-mail accounts or computer network for:
 - 10.2.9.1 gambling;
 - 10.2.9.2 plagiarizing or violating copyright laws;
 - 10.2.9.3 viewing, storing, accessing or producing pornography;
 - 10.2.9.4 illegal activities of any nature whatsoever.
 - 10.2.10 Neither staff nor pupils shall engage in any blogging that may harm or tarnish the image or reputation of the school and/or any of its employees or pupils. They are also prohibited from making any disparaging, discriminatory, defamatory or harassing comments when blogging or communicating in any way via the facility.
- 10.3 All users are required to follow accepted rules of etiquette, decency and appropriateness in both public and private usage. When it comes to internet usage, the rules of etiquette are sometimes referred to as 'netiquette'. It is widely regarded as good 'netiquette' to stick to the following: i.e. it is expected of all users that:
- 10.3.1 they use appropriate language, and adhere to common rules of courtesy and respect in all communications, no matter to whom they are addressed;
 - 10.3.2 they do not use any obscene, profane, lewd, vulgar, inflammatory, threatening, racist, sexist, Satanistic, impolite or disrespectful language;
 - 10.3.3 they do not engage in personal attacks, including the sending of prejudicial or discriminatory comments;
 - 10.3.4 those who have access to the computers, avoid any form of harassment. (Harassment is persistently acting in a manner that distresses or annoys another person. Anyone told by such person to stop sending messages to him or her, must stop.);
 - 10.3.5 no user will forward a message that was sent to him/her privately, without first obtaining the permission of the original sender to do so;
 - 10.3.6 no user will post information of any nature about another person;
 - 10.3.7 they will always fill in the subject line in any e-mail they are sending out;
 - 10.3.8 If a user accidentally discovers confidential material of any nature, this must not be shown to other users: the supervisory teacher must be informed immediately of the problem;
 - 10.3.9 they will avoid using CAPITALS in general messages: it is considered to be the equivalent of shouting and may cause offence to some people.

11 **DATA BACKUP POLICY**

- 11.1 The school will do everything reasonable within its power and capacity to maintain a stable network and so prevent the loss or corruption of the user's data.
- 11.2 However, it is ultimately the responsibility of the users themselves to ensure that they backup their own data, and have additional copies of required files available in case of loss of or corruption to the primary sources.

12 **PRINTING POLICY**

- 12.1 Facilities for printing are provided by The Grove.
- 12.2 Costs will be subsidized by the school where possible.
- 12.3 Teachers must familiarise themselves with all printing machines and how they operate.
- 12.4 Avoid using hard copies wherever possible.
- 12.5 It is the user's responsibility to ensure that he/she can print when necessary by:
 - 12.5.1 being able to access the school network;
 - 12.5.2 knowing how to and being able to print in a timely manner.

13 **CONSEQUENCES OF VIOLATING THE ACCEPTABLE USE POLICY**

- 13.1 Infringement of these guidelines, or failure to respect these privileges, rights or responsibilities, will result in appropriate school disciplinary and/or legal action. This may include all or any of the following:
 - 13.1.1 suspension or revoking of computer access;
 - 13.1.2 suspension or revoking of internet/e-mail access;
 - 13.1.3 other disciplinary action by the school or School Governing Body;
 - 13.1.4 legal action and prosecution by the authorities.
- 13.2 Any clarifications of these guidelines can be obtained from the Computer Administrator whenever necessary.