ASHURST CE AIDED PRIMARY SCHOOL

Student Acceptable Use Policy

Pupil access to the school network and Moodle is a privilege, not a right. All pupils must follow the conditions described in this policy when using the school network, Internet access and the school Moodle.

Pupils that do not follow these conditions may face:

- Withdrawal of the access,
- Monitoring of the network activity,
- Investigation of past network activity,
- In some cases, criminal prosecution.

Teachers will show their pupils the correct way to use the resources available through the schools network. School staff will regularly check the network to make sure that it is being used responsibly.

The school will not be responsible for any loss of data or work as a result of the system or pupil mistakes in using the system. The use of any information gathered via the network and the school Internet connection is at the student's own risk.

Conditions of Use

Pupils will be expected to use the school network system for the purposes for which the school provides it. It is the personal responsibility of every student to take all reasonable steps to follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to Mrs Hedley.

Acceptable Use

Pupils are expected to use the network systems in a responsible manner. It is not possible to provide a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the school ethos. The following list does provide some examples that must be followed:

1	I will not create, send or post any material that is likely to: upset or offend other people or give the school (or West Sussex County Council) a bad name.
2	I will only use appropriate language – I will remember that I am a member of the school on a public system.

3	I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4	I realise that members of staff will regularly check files held on the school network.
5	I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
6	I will not trespass into other users' files or folders.
7	I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact Mrs Hedley
9	I will ensure that I log off after my network session has finished.
10	If I find an unattended machine logged on under other users username I will **not** continuing using the machine – I will log it off immediately.
11	I understand that I am will not be allowed access to unauthorised chat rooms and should not attempt to gain access to them.
12	I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
13	I will not use the network in any way that would disrupt use of the network by others.
14	I will report any accidental access to other people's information, unsuitable websites that make me feel uncomfortable to Mrs Hedley
15	I will report to Mrs Hedley immediately if I am sent any messages or materials that make me feel uncomfortable.
16	I will not introduce "USB drives" or other portable devices into the network without having them approved and checked for viruses.
17	I will not try to visit websites that might be inappropriate or illegal. Downloading some material is illegal and I know the police or other authorities may be called to investigate if this were done.
18	I will not download or install any unapproved software from the Internet.
19	I realise that pupils under reasonable suspicion of misusing the network may have their usage closely monitored or have past use investigated. Illegal activities of any kind are strictly forbidden.
20	I will not receive, send or publish material that violates copyright law.

21	I will not attempt to harm any equipment, work of another user, or another website connected to the school system.
22	I understand that unapproved software and executable files are not allowed in my work areas or attached to e-mails.
23	I agree to follow the acceptable use policy of any other websites or networks that I access.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Logging in with another persons user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, sending, or posting on the Internet any material (text, images or sounds) that is likely to upset other people, cause offence.
- Unauthorised access to resources and work that belong to other "users".
- Pupil activity that would cause:
  - Damage or destruction of other users' work,
  - Go against the privacy of other users,
  - Deliberately waste time or resources on the school network.

NETWORK SECURITY

If you discover a security problem, for example being able to see other pupils work area, you must inform Mrs Hedley immediately and not show it to other users. Students identified as a security risk will be denied access to the network.

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Student User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules on the use of the school network resources. I will use the network in a responsible way and follow all the conditions explained in the school acceptable use policy.

I agree to report any misuse of the network to Mrs Hedley

I also agree to report any websites that are available on the school Internet that contain inappropriate material to Mrs Hedley

I realise that any pupil under reasonable suspicion of misusing the network may have their use monitored or past use investigated. If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other sanctions.

Student Name: ____

Student Signature: ________________________________

Parent/Carers/Guardians Name: ____

Parent/Carers/Guardians Signature: ________________________________

Date: __/__ /_____