



## ACCEPTABLE USE OF ICT FOR BOARDERS

Your agreement to abide by the following guidelines ensures your safety and the efficient functioning of the school's ICT facilities:

### **Definition**

The ICT Facilities at Farlington School are defined as computers, the software, monitors, keyboards, mice, printers, scanners, cameras, camcorders and any other electronic device or item. The ICT facilities at Farlington School also include: Telephones, mobile 'phones, fax machines, televisions and DVD players and any other electrical device. Internet and E-mail are also included as ICT facilities.

### **Copyright**

You must not plagiarise or misuse copyright material (any file that is not solely and entirely your original work). Misuse of material from the internet in coursework can lead to disqualification from all public exams.

### **Software**

You may not install software on any school machine.

### **Passwords**

Keep your password safe, treat it like your toothbrush and never share it. Passwords identify you on the system and if anyone uses your password, you will be identified you as the perpetrator.

### **Storage Areas**

You are responsible for the 'housekeeping' of your network storage area, which is for saving school work. The school has the right to review files and electronic communications to ensure that you are using the system responsibly.

### **Printing**

You should be economical and only print work if necessary.

### **The Internet**

The Internet is provided for you to conduct research and school-related work. Access requires responsibility; it is a privilege not a right. Your teachers will guide you toward appropriate materials.

All internet and email activity is monitored and the ICT Department is authorised to review internet usage history if required.

### **Time wasting**

While you are using the ICT facilities at school, they must be used solely for school related work. The playing of on-line games is not permitted, and is blocked by the web filtering system.

Updated May 2011

### **Email and messaging**

You will be provided with a school email address to send/receive work. Use of your own external email, messaging and online chat software is not permitted at school.

### **Social Networking Websites**

The use of Social Networking websites (e.g. Facebook) is not permitted. When using Social Networking sites at home, you must not post any insulting or offensive material of any kind about other pupils, teachers or the School. You should also not post photographs of pupils or teachers without their permission.

### **External Proxy Websites and Anonimisers**

If a website is blocked, it is for reasons deemed necessary by the School. You must not under any circumstances continue to attempt to access the site by using an External Proxy or Anonimiser Site. External Proxies and Anonimisers are websites which attempt to hide the user details, and by doing this, bypass the filtering system.

### **Mobile Phones**

Mobile phones should not be seen, heard or used in lessons, in the Dining Room, the library or the ICT Room. If you need to use your mobile phone during the day in the case of an emergency you must obtain permission from a teacher.

### **Un-Acceptable use of ICT**

The following will be dealt with in the same way as any other form of unacceptable behaviour in school:

- Sending or displaying offensive messages or pictures;
- Taking photographs or video footage of a member of staff without their permission.
- Using inappropriate language, insulting or harassing others;
- Damaging computers, computer systems or networks;
- Offensive messages sent from mobile phones or any other device;
- Using other pupils' passwords and trespassing in other peoples' folders.

*This list is not exhaustive and behaviour that is deemed inappropriate will be dealt with on a case by case basis.*

### **Additional Guidelines for Boarders for Social Networking Websites**

Boarders will be granted access to Facebook once written consent has been received from a parent or guardian. This will mean adhering to the guidelines outlined below and failure to use the site/s responsibly will result in the privilege being withdrawn and parents being informed. You will only be able to access these sites outside the normal 'day school' day.

When using Social Networking sites at home and at school, you must not post any insulting or offensive material of any kind about other pupils, teachers or the School.

**Keep you profile invisible:** This is one major stipulation for your Facebook use in school. You are then allowing only your invited friends to view and communicate with you; thus keeping yourself as safe as possible from inappropriate Facebook users. You should always consider what you place on your site as it may cause upset to others or leave you embarrassed if information is misunderstood and it could remain on the web for a very long time.

**Never post full contact information** (mobile numbers, email, postal address, etc).

**Keep your password safe:** try to change your password regularly, treat it like your toothbrush and never share it! Never allow anybody else to use your password.

**If you would not say something to someone's face then you certainly should not be posting it on the web!** Remember to think about anything you post on your or another person's site. Once uploaded, it is there to stay and could be read by parents, teachers your employer or passed on to the police.

**Remember that anything put on a networking site will always be there.** Although material can be taken off the site, there is always the possibility that other parties have downloaded it, and could use it at any time in the future.

**Your safety is of prime importance** and you must always ask yourself if you trust what people are saying. If you find you are not comfortable or upset by content on your site or that of other friends then you must talk to someone you know can help; Mrs McKinney or your Form Tutor will be happy to help. You can report misuse to the site directly and we can help you to deal with this.

You must never agree to meet anyone you have become friends with on any social networking website.

We recommend you have a look at the following site [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) . It has advice for all ages on the use of the internet, mobiles, chat rooms, forums and sites like Facebook. There is a section for parents too!

### **Sanctions**

Breaking the above rules will result in a temporary or permanent ban on Internet or computer use. Additional disciplinary action may be taken if the offence is serious.

**Pupil's Name** \_\_\_\_\_ **Form** \_\_\_\_\_

As a user of the School ICT facilities, I agree to comply with the School rules governing their use as set out above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Parent**

As the parent or legal guardian of the student signing the above I give permission for her to use the Internet and e-mail. I understand my daughter will be held accountable for her actions. I accept responsibility for setting standards for her to follow when selecting, sharing and exploring information and media.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return to the School Office**