



ACCEPTABLE USE OF ICT FOR DAY GIRLS

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.

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.

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

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