St James and Emmanuel Academy Trust - Acceptable Use Policy

Introduction

All three schools in the Trust have a fully networked computer system with students having access to about 40 terminals throughout the school.

This network allows students and teachers access to common resources from any terminal within the school, including word-processing, database, graphics, spreadsheet programs, reference materials, learning objects, multimedia presentations, computer-assisted learning CD_ROMS , the Internet and, in certain circumstances, email. It also gives them the benefit of keeping their own work on the network for ease of access.

We provide this service to teachers and students to promote educational excellence within the Trust schools by facilitating resource sharing, innovation and communication using the latest technologies. The students will be using the network to create, store and publish their work and will use the Internet to access information, be involved in online projects and communicate with fellow students from all over the globe and to share what they have learned.

The Acceptable Use Policy

We believe that introducing students to the vast resources of the Internet should be a partnership with parents, students and the school. We also believe that the access we are giving is a privilege and not a right, and therefore there are responsibilities for all involved.

In accordance with the Department of Education this policy outlines mandatory procedures for all staff and students in the acceptable use of computing and external networking facilities, including the Internet. Each school is expected to implement the Schools' Code of Practice for acceptable use (a separate document).

An Acceptable Use Policy identifies acceptable uses of the network and the Internet and those which are not. It involves issues of

- educational usage
- student safety
- online conduct
- email
- privacy
- intellectual property
- password protection
- hacking and piracy

This policy is provided so that you are aware of the responsibilities that come with access to the network and Internet.

Responsibility of the school

At all the Trust schools, teachers take all reasonable measures to ensure that students do use the computer network correctly. They:

- provide activities that maximise the benefits of the network and the Internet to enrich and enhance their classroom programs
- minimise the potential for inappropriate use of the network,
- follow security procedures to prevent unauthorised access to the computing network, including using department site-filters which minimise the risk of accessing inappropriate material
- supervise students using the network (i.e. when students are on-line the computer screen can be seen by the teacher or another adult),
- teach children the correct use of equipment and correct online etiquette including respecting the privacy of other students' work, email procedures (when available for specific projects), and the need to keep their personal information private.
- pre-select the sites we want students to use and provide links to these directly from our school website
- ensure the students know how to search safely and effectively and how to exit from an inappropriate site immediately
- encourage the students to alert us immediately if a link on a pre-selected page takes them to an inappropriate site so that we can remove the link and contact the site owners to express our concerns
- help the students learn to evaluate sites using a variety of criteria
- adhere to the concept of intellectual property and moral rights and ensure students know what is meant by copyright and how to cite works appropriately

Responsibility of students/users

As a user of any Trust school's computer facilities and network students must remember that this is a privilege and not a right. They are asked to accept an important responsibility that comes with having access to the computer network and Internet. Because our students are under 18, parents / carers must sign this form on their behalf.

Acceptable use includes the following:

- being co-operative by using the network and Internet to complete activities related to your class work and education
- being caring by assisting other students to do the right thing and learn new skills
- being courteous by leaving the computers so they are ready for the next user
- being considerate by doing what is right and informing a teacher when there is a problem of any kind,
- being careful by using the following network etiquette:
    - creating and editing only your own work
    - respecting the privacy and integrity of other students' work
    - keeping our student logins and passwords private and protected
    - keeping your own identity private and protected
    - being polite in your messages if you using email
    - using appropriate language and checking your spelling and punctuation before sending (remember you are representing our school)
    - following the guidelines within our E-safety and E-learning policy
    - knowing that work not created by you is not yours and if you do copy and paste parts of someone else's work you must acknowledge where you got it from

Unacceptable use includes the following:

- interfering with the work of other users of the network,
- seriously disrupting the network,
- transmitting or deliberately accessing material which
    - may be harmful emotionally or physically (e.g. instructions to make a bomb),
    - is in bad taste,
    - puts another person down (e.g. which contains profane or sexist language, or any other form of discrimination)
    - contains sexually explicit material,
- violating the privacy of others, e.g. changing or vandalising their work,
- violating Commonwealth, State or Territory laws,
- communicating any information concerning any password, personal identification e.g. addresses, phone number or other confidential information, without the permission of the owner or the controlling authority of the computer facility to which it belongs,
- creating, modifying, executing or re-transmitting any computer program or instructions intended to gain unauthorised access to, or make unauthorised use of, a computer facility, software or licensed software,
- using the network for commercial activities such as distributing advertising material,
- accessing or intentionally destroying software or licensed software in a computer facility without the permission of the owner of such software or licensed software or the controlling authority of the facility,
- making unauthorised copies of licensed software.

In the circumstance where these regulations are broken, firm and reasonable action will be taken.

For first offences a user may lose access to the network or Internet and the parents informed.

For repeat offences a student will lose access and parents will be informed.

The decision in such matters of what are inappropriate use and the accompanying penalties is with the class teacher, the Head of School, the Executive Headteacher and the network administrator and their decision is final.

The parents/ carers of each student must sign an AUP for that student when that student first enrolls in the school if they wish the student to use our computer network, whether on the Internet or not. This form will remain current for the duration of the student's enrolment at any of the Trust schools. It is the class teacher's responsibility to ensure that a signed AUP has been received by the Front Office for all students in their care before a student uses the network.

St James and Emmanuel Academy Trust Schools Acceptable Use Policy Computer Facilities and External Networks

Students at any of the Trust schools may access the individual school's network and the Internet after they have discussed this document with a parent and had a parent sign the following declaration:

I declare that my child and I have read, discussed and understood the St James and Emmanuel Academy Trust's policy on Acceptable Use of Computer Facilities and External Networks and the accompanying Code of Practice.

Surname: _____Given Name:_____

Class_____ Teacher:_____

Parent Signature: _____ Date: ____/____/____

This original declaration is to be returned to:-

Didsbury C of E Primary School.

Office use only Date: ____/____/____

Signed _____