



Malmesbury School

STUDENT COMPUTER ACCEPTABLE USE POLICY

These regulations apply to the use of all Internet and electronic mail facilities, multi-user computers, laptops, workstations and other electronic devices and any networks connecting them provided by Malmesbury School. The school's aim is to ensure students use the school network effectively for its intended purpose, without infringing legal requirements or creating any unnecessary risk.

The facilities must be used only in connection with the student's learning at school, or other educational purposes permitted by the Headteacher. Private use of the Internet is a privilege at school not a right. Students are required to behave in a responsible and appropriate manner at all times. Students must remember that their 'MyWorkspace' is for their sole use, and must not gain access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people. These actions are in breach of the Computer Misuse Act 1990. Under no circumstances may the facilities be used for commercial gain.

This policy applies to the use of all IT equipment and networks provided by, and connected to, Malmesbury School.

As a student I will agree to:

- Use the network as provided by Malmesbury School and not alter any settings or bypass any safety mechanisms.
- Use IT facilities for learning and other educational purposes.
- Behave in a responsible and appropriate manner at all times.
- Be on task during lessons.
- Use 'MyWork space' for my sole use and not to gain access to other student's spaces for any purpose whatsoever.
- List and quote clearly all Internet material sources in my work.
- Use IT for appropriate means and not for commercial gain.
- Report any damage found to computers or the network to the Network Supervisors without demonstrating to others any discovered methods of causing such damage.
- Use the Internet for educational purposes and understand that private use of the Internet in school is forbidden.
- Keep my password private and therefore secure.

As a student I will agree NOT to:

- Create, transmit or cause to be created or transmitted material which is
 - designed or likely to cause annoyance, inconvenience, needless anxiety or offence.
 - obscene, offensive, indecent or defamatory.
 - Infringement of the copyright of another person
- Use Malmesbury School network for Internet chat rooms or social networking sites.
- Play computer games without the express permission of a teacher.
- Allow someone to log-on using my username and password.
- Attempt to install software or copy programs on the network.
- Copy sites from the Internet into my own use areas and storage devices.
- Download sites from the Internet outside of school and bring to school to upload.
- Gain deliberate, unauthorized access to facilities or services accessible via local or national networks
- Damage computers, computer systems or networks.
- Give out any personal information relating to any member of staff or student at Malmesbury School.
- Publish names or photographs of any member of staff or student on the Internet unless exceptional circumstances for which permission is given by a senior member of staff.
- Remove work from or alter work saved in shared areas that I do not own.





Malmesbury School

PLEASE NOTE

Cyber bullying will be dealt with in accordance with the school's bullying policy.

Breaches of this policy will be regarded very seriously and comply with the school's behavioural policy and its sanctions, which may include replacement costs. Students may find their access withdrawn and persistent misuse of the network could lead to exclusion from school

Network Supervisors will have the right to gain access to all files and to delete any inappropriate material.

This policy will be reviewed in 2024.

Parent/ Student Computer Acceptable Use Policy Agreement.

Name of student _____ Tutor Group _____

I/we have read, discussed and accept the regulations governing the use of computer facilities.

I/we give our son/daughter permission to have access to the Network and other computing facilities and understand that failure to abide by the policy may result in the withdrawal of these facilities.

Signed _____ (Parent/Guardian)

Signed _____ (Student)

Date _____

