



CAMBORNE SCIENCE & INTERNATIONAL ACADEMY

STUDENT ACCEPTABLE USE POLICY

Date Approved By Internal Policy Committee & Governors
December 2017

Next Review
December 2018

I hereby acknowledge that I have read and understood the terms and conditions as provided in this document and I agree to all of the terms.

Student

Date:

Print Full Name:

Signature:

Parent / Carer

Date:

Print Full Name:

Countersignature:

Guidelines for Students

The Academy has provided computers for use by students as an important tool for learning. Use of Academy devices (including but not limited to, desktop PCs, laptops, tablets) by students, is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy, and direct any questions or concerns to your form tutor or relevant pastoral support worker in the first instance.

All students have a responsibility to use the Academy's computer system in an educational, lawful, and ethical manner. Deliberate abuse of the Academy's computer system will be dealt with according to the Academy's disciplinary code.

Please note that use of the Academy network is intended to be as permissive and flexible as possible under current UK legislation. This policy is not intended to arbitrarily limit the ways in which you can use the system, but to ensure compliance with the legal responsibilities of the Academy and students, to safeguard the reputation of the Academy, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

This policy applies to all users of the school network, including temporary users, such as visiting students.

Computer Security and Data Protection

- ✓ You will be provided with a personal account for accessing the computer system, with your own username and password. This account will be tailored to the level of access you require, and is for your use only. As such, you must not disclose your password to anyone,
- ✓ Passwords set upon first login need to meet the Academy complexity requirements which are currently a minimum length of 8 characters. Passwords will expire after 42 days and you will be reminded 7 days in advance of expiration.
- ✓ **You must not** allow another student to have access to your account under any circumstances, even if supervised.
- ✓ When leaving a computer unattended, you must ensure you have either **logged off** your account, or **locked** the computer to prevent anyone using your account in your absence.

You must make your own backup of data kept on any storage system other than the Academy's network drives.

Use of your own Equipment

- ✓ **You must not** connect personal computer equipment to the Academy computer equipment without prior approval from IT Support Staff.
- ✓ If you keep files on a personal storage device (such as a USB memory stick), you must ensure that other computers you connect this storage device to (such as your own computers at home) have an up-to-date anti-virus system running to protect against the proliferation of harmful software onto the Academy computer system.

Conduct

- ✓ **You must** at all times conduct your computer usage appropriately, which includes being polite and using the system in a safe, legal and education appropriate manner. Among uses that are considered unacceptable are the following:
 - Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
 - Making ethnic, sexual-preference, or gender-related slurs or jokes.
- ✓ **You must** respect, and not attempt to bypass, security or access restrictions in place on the computer system.
- ✓ **You must not** intentionally damage, vandalise, disable, or otherwise harm the operation of computers.
- ✓ **You must not** under any circumstances introduce executable files (e.g. '.exe, .cmd, .bat') to the network. This includes but is not limited to copying such files onto shared network drives and running them from a USB memory stick.
- ✓ **You must not** introduce music and video files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi'). These files are often large in size and in many cases are copyrighted materials.
- ✓ **You must** make efforts **not** to intentionally waste resources. Examples of resource wastage include:
 - Excessive downloading of material from the Internet;
 - Excessive storage of unnecessary files on the network storage areas;
 - Use of Academy printers to print material that has **not** been authorised by a member of staff in or out of a lesson.
- ✓ **You must not** eat or drink around computer equipment.

Use of E-mail

All students with a computer account are provided with an e-mail address for communication both internally and with other e-mail users outside the Academy. The following considerations must be made when communicating by e-mail:

- ✓ E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way. Copies of e-mails may therefore have to be made available to third parties. You must be cautious when sending both internal and external mails.
- ✓ E-mail to outside organisations has the same power to create a binding contract as hardcopy documents. Check e-mail carefully, always use a spell checker.
- ✓ E-mail is not a secure method of communication, and can be easily copied, forwarded and archived. Unless explicitly authorised to do so, you must not send, transmit, or otherwise distribute proprietary information, copyrighted material, trade secrets, or other confidential information belonging to the Academy.
- ✓ Having an external e-mail address may lead to receipt of unsolicited e-mail containing offensive and/or sexually explicit content. The Academy will take measures to minimise the receipt and impact of such content, but cannot be held responsible for material viewed or received by users from the Internet.
- ✓ **You must not** send chain letters or unsolicited commercial e-mail (also known as SPAM).
- ✓ E-mail messages that are older than **2 years** are removed from the end users account automatically.
- ✓ Email account “Deleted Items” will be emptied every 7 days.
- ✓ Students using e-mail should do so in an education appropriate manner, this means you;
 - **Must not** use the Academy e-mail system as a form of instant messaging to other students.
 - **Must not** send anything other than education related content, such as homework etc.
 - **Must not** send any offensive e-mails as described in the “**Conduct**” section above.

Privacy

- ✓ Use of the Academy computer system, including your e-mail account and storage areas provided for your use, may be subject to monitoring by the Academy to ensure compliance with this Acceptable Use Policy and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the Academy does keep a complete record of sites visited on the Internet by students, however, usernames and passwords used on those sites are not monitored or recorded.
- ✓ You should avoid storing sensitive personal information on the Academy computer system that is unrelated to Academy activities (such as personal passwords, photographs, or financial information).
- ✓ The Academy may also use measures to audit use of computer systems for performance and diagnostic purposes.
- ✓ Use of the Academy computer system indicates your consent to the above described monitoring taking place.

Confidentiality and Copyright

- ✓ Respect the work and ownership rights of people outside the Academy, as well as other students.
- ✓ You are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the Academy computer system or the Internet are not marked with the copyright symbol ©, you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.
- ✓ By storing or creating any personal documents or files on the Academy computer system, you grant the Academy a non-exclusive, universal, perpetual, irrevocable, and royalty-free license to use, copy, and distribute those documents or files in any way the Academy sees fit.

Reporting Problems with the Computer System

It is the job of the IT Network Manager to ensure that the Academy computer system is working optimally at all times and that any faults are rectified as soon as possible. To this end:

- ✓ You should report any problems that need attention to a member of staff as soon as possible.
- ✓ If you suspect your computer has been affected by a virus or other malware, you must report this to a member of staff immediately.
- ✓ If you have lost documents or files, you should report this to a member of staff as soon as possible. The longer a data loss problem goes unreported, the lesser the chances of your data being recoverable.

Reporting Breaches of this Policy

All students have a duty to ensure this Acceptable Use Policy is followed. You must immediately inform a member of staff, of abuse of any part of the computer system. In particular, you should report:

- ✓ any websites accessible from within the Academy that you feel are unsuitable;
- ✓ any inappropriate content suspected to be stored on the computer system. This may be contained in e-mail, documents, pictures, etc.
- ✓ any breaches, or attempted breaches, of computer security

Respecting Resource Limits

- ✓ Student user accounts for leavers or students no longer on role will be disabled on the last day of service. The data files relating to this account will be retained for 1 year.
- ✓ E-mail messages that are routine or of a short term facilitative nature should be deleted when reference ceases.
- ✓ E-mail messages that are older than **2 years** are removed from the end users account automatically.
- ✓ Email account “Deleted Items” will be emptied every 7 days.
- ✓ Retention of e-mail messages fills up large amounts of storage space on the network and can slow down performance. As few messages as possible should be maintained in a user’s mail box.
 - You will retain any pertinent e-mails and save them to your work area if necessary in order to comply with e-mail retention polices. (Please seek guidance from the IT Support Team if required)
- ✓ Consider the file size of an attachment, files exceeding 1MB in size are generally considered to be excessively large and you should consider using other methods to transfer such files.
- ✓ **You will not** copy/backup your own personal devices (USB sticks/external drives/mobile phones etc.) to the network. Such backups will be removed immediately without notice.
- ✓ **You will** perform routine maintenance (when practically possible) on my network home area, this includes;
 - Removing old and unused files/folders
 - Moving large files to my Google Drive account (which has unlimited storage)
 - Emptying the recycle bin periodically

Review and Evaluation

This policy will be reviewed regularly and in response to any changes affecting the basis of the original risk assessment, for example: significant security incidents, new vulnerabilities and significant changes to the organisation or technical infrastructure. Changes to this policy will be communicated to all students.