

## **BELPER SCHOOL AND SIXTH FORM CENTRE IT NETWORK CONTRACT**

(Acceptable Use Policy)

We have an extensive computer network at Belper School and all of us must follow rules if we are to keep the facilities secure and available for all students and staff. This document forms a contract between you (the student) and Belper School and lays down the rules to be followed when using the school computer facilities.

Please read the rules carefully. You can only use the computer system if you have signed the agreement.

### **The Rules:**

- ✓ You must have permission to use a computer from a member of staff (teaching or non-teaching)
- ✓ Use only your own log on ID to log on to the system. Never attempt to logon using another person's user ID.
- ✓ Do not let anyone else know your log on ID and password. The system will prompt you to change your password every 40 days. If you think that others know your password you should change your password by pressing CTRL + ALT
- ✓ + DEL and clicking Change Password.
- ✓ You may use any packages you can see on the Start Menu or Desktop. You may access any files on your H drive or the Student Shared drive (Q: drive). You are not allowed anywhere else on the school network – this is considered "hacking". Any attempt to hack is against the school rules and can, in severe cases, lead to police involvement.
- ✓ For safety reasons, never touch any plugs or cables at the back of the PC. Never switch off a PC at the socket.
- ✓ Always make sure that you are back at the log on screen when you finish work. Ensure all work is saved, then go to the Start Menu and choose "Log off".
- ✓ If you do wish to bring work from home into school or take work home you can either use the school's WebFTP/VPN service or by taking a floppy disk/CD-ROM/USB keydrive to the technicians. In all cases you must ensure that you have scanned your files for viruses before using WebFTP/VPN or going to the technicians.
- ✓ Respect all equipment and never try to tamper with any piece of ICT equipment this includes base units, mice, screens, keyboards etc. This will be treated as vandalism.
- ✓ The machines are for schoolwork only, not for games, unless authorised by a member of staff (teaching or non teaching)
- ✓ You may download text and images from the Internet to help you with your work. However you must always acknowledge where you got the information from, and never try to pass the work off as your own. This is plagiarism, and is forbidden, just like copying from another student. In certain cases it can result in you being withdrawn from one or all exam subjects by the exam boards.
- ✓ You must not attempt to log on to sites, which contain offensive, racist or sexist material. The system will not allow you access to such sites and will notify the technicians that you have tried to log on to them. If you accidentally find material like this on a website, tell your teacher or the technicians immediately.
- ✓ You must not attempt to use websites which allow you to bypass the school's web blocking software (also known as "proxy sites").
- ✓ You are allowed to send and receive emails on your school account only. Your school email account must only be used for school work. You must not send e-mails which are offensive to anyone.
- ✓ Be aware that all network activity is monitored and inappropriate usage will be captured and passed to the relevant member of staff.

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I agree to abide by the rules and conditions of the IT contract and understand and accept the consequences of any incidents where the above rules are not followed. In that case I understand that I will be immediately suspended from the network while an investigation takes place. **If it is found that I have not followed these rules my network access will be removed and more serious disciplinary action could be taken. In all cases an explanatory letter will be sent home via my tutor.**

Any incidents involving proven vandalism or hacking could result in a bill for repair and/or labour being issued, just as any other deliberate damage would.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_ Tutor Group \_\_\_\_\_

Your parent should sign below to show that they know that you have agreed to these conditions.

Signed \_\_\_\_\_ (parent)