



Ormskirk School ICT Licence Student Conditions



The school has provided and maintained computers for use by students. They offer access to a vast amount of information for use in studies and provide great potential to support the curriculum. Students are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn. This will have a serious impact on learning opportunities.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission. Do not bring or send games or any other software into school or attempt to distribute them within school.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, mobile phones etc.) unless authorised.
- Ensure that mobile equipment connected to the network is updated regularly with the latest security and anti-virus definitions.
- Do not eat or drink near computer equipment.

Security, Privacy and Safety

- Users will log on only with permission and after they have been shown how to use the system by an IT Technician or another designated member of staff.
- Users will log on using their own username only and never anyone else's. **Never** allow anyone else to use your username or account.
- Users will keep their password secret and **never** disclose it to anyone.
- Do not use passwords intended for the use of others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas, cd's, pen drives etc. will be treated like school lockers. **Usage of the network is monitored and staff will review files and communications to ensure that the system is being used responsibly and safely.**
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- You must **NOT** use the computers in a way that harasses, harms, offends or insults others – **this includes email**. This will be treated as bullying and dealt with in line with the school's policy

Internet and Internet Safety.

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet or use live video/audio during the normal school day. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem. If worried, you **MUST** talk to an adult in school or at home.

Email and Email Safety

- Do not send any emails during lessons unless instructed by the teacher. Under no circumstances should non-work related emails ever be sent in lesson time. Bulk and junk emails should not be sent at all.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. **Always** report such messages to a member of staff.

Please read this document carefully. Only once it has been signed and returned will access to the School Computer Network be permitted. If any student violates these provisions, access to the School Computer Network will be denied, which will severely disrupt the student's learning opportunities. Parents will be contacted and the student will be subject to disciplinary action.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Signed: _____ (Student) Date: _____

Name: _____ (Please Print)

I have read and understand the above.

Signed: _____ (Parent/Guardian) Date: _____