



**Please read BOTH sides of the Cleeve School ICT Policy BEFORE signing this and returning one copy to the school via student reception. A copy has been supplied to you to keep.**

## Cleeve School ICT Policy

ICT as referenced to in this document refers to all applicable ICT devices including but not limited to desktop PCs, laptops, mobile phones, portable storage and media.

**The Internet:** Please note that activities on the network are continually monitored to avoid misuse.

- You must not visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - Pornography.
  - Promoting discrimination of any kind.
  - Promoting racial or religious hatred.
  - Promoting illegal acts.
  - Hacking, proxies or any other method of bypassing network security.
  - Any other information which may be offensive, slanderous or seen as a form of bullying to other students or employees of Cleeve School.
  - That might be defamatory or incur liability on the part of Cleeve School or adversely impact on the image of Cleeve School.
- You must not
  - Play games, listen to music or watch videos on the Internet without the consent of the supervising teacher. Using excessive bandwidth prevents other students from working.
  - Download any screensavers, wallpapers, games or any other programs. These may contain viruses and the process of downloading uses excessive Internet bandwidth.
  - Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.
  - Subscribe to any mailing lists; make use of chat lines, forums or messaging services.

### **When in Cleeve School**

- You must not
  - Enter an ICT room until a teacher or a supervising member of staff is present.
  - Damage or waste any ICT equipment or supplies.
  - Consume food or drink of ANY description in the ICT rooms including chewing gum.
  - Copy programs to or from the school network (or any computer attached to it).
  - Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the network.
  - Attempt to bypass network security in anyway including, but not limited to, the use of proxy sites.
  - Carry out bulk emailing or forward "chain mail".
  - Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties.
  - Use the ICT facilities for running a private business.
  - Enter into any personal or financial transaction.
  - Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.

### **When in or out of Cleeve School**

- You must not create, propagate or publish any information or media about or featuring Cleeve School, it's students or it's employee's without the prior written consent of the Headteacher and those referred to or featured, this includes but is not limited to
  - The use of mobile phones to take pictures and videos in and out of the classroom.
  - Distribution of pictures or videos via Bluetooth, infrared, MMS or any other mobile technology.
  - Uploading of videos onto video sharing sites including but not limited to You Tube.



- Uploading of pictures onto picture sharing sites including but not limited to Flickr and Photobucket.
- Posting comments on social networking sites including but not limited to Facebook, Bebo and MySpace.

### Electronic Communication with Staff

- Students must only email staff through FROG and any emails should be restricted to matters relating to school, e.g. school trips, school work etc.
- SMS (texting) must NOT be used for communication with staff
- Social networking sites must NOT be used for any communication with staff

### Bringing in your own ICT devices

- This policy applies to any device that you may bring on to school premises and you are expected to abide by this policy when accessing the internet or network through any device.
- You must not use any ICT devices in lessons unless it is being used as part of the lesson or with the express permission of the supervising teacher.
- You bring ICT devices onto school premises at your own risk; the school holds no responsibility for the safe keeping or functionality of such devices.
- Devices with a compatible 802.11 b/g wireless connection may connect to the schools wireless student network to access the internet. This connection must run through the schools proxy and is monitored.

### Advice

- Be careful with your personal details on the Internet especially on social networking sites such as Bebo and chat rooms.
- Backup your work, the school cannot be held responsible for any loss of data.
- Please report all damage and/or faults of school owned ICT to an ICT Technician or your teacher.
- Please report anything that you think maybe in breach of this policy to an ICT Technician or your teacher.
- Think before you print. You are entitled to £3 of credits free for printing at the start of each term, once this has been used you will be charged for print credits – Black/white = 2p per page, colour = 5p per page.
- Keep your password a secret. There is a 20p charge to reset passwords.
- Save pictures as .jpg format, DO NOT save as .BMP (too large).

### Notes

- ICT as referenced in this document refers to all applicable ICT devices including but not limited to desktop PCs, laptops, mobile phones, portable storage and media.
- Failure to comply with the ICT Policy will be referred to the Senior Leadership Team.
- Sanctions may include the removing of ICT access and/or a fixed-term or permanent exclusion
- Any illegal activity will be reported to the police.

We have read & discussed the documents relating to the use of ICT and the Internet at Cleeve School. We accept the limitations described in the ICT Policy and Conditions of Use in the ICT rooms and wish .....

Student's full name .....  
Computer Username .....

to have access to the network at Cleeve School and to the Internet

Signed: .....  
**Parent/Guardian** **Student**

Date: .....

**Please complete and return to Student Reception.**

Failure to return the form will lead to the student being disallowed onto the school network.

Please note that should you or your child need information on how to stay safe online then you should refer to the websites of the Child Exploitation and Online Protection Centre at <http://www.ceop.gov.uk/> and <http://www.thinkuknow.co.uk/>

