

## John O' Gaunt Network, Internet & Email Acceptable Use Policy (AUP) for Students

### **Policy Statement**

John O' Gaunt encourages users to make effective use of the computer network in order to support teaching and learning. Whilst these activities are permitted they must always remain lawful, appropriate and avoid creating unnecessary risk or harm to other individuals. Users of the network must not intentionally compromise information stored, create damage to computer systems or tarnish the reputation of John O' Gaunt School.

Please read this policy carefully as you will be deemed to be aware of its contents.

### **Use of the John O' Gaunt Computer Network, Internet and Email facilities**

John O' Gaunt expects all users of the network to be responsible and use its facilities in accordance with the conditions outlined below.

In particular the following activities are deemed to be unacceptable:

#### **Seeking to view or distribute inappropriate material**

- Visiting websites that contain obscene, hateful, discriminatory, radical or pornographic material.
- Creating, storing or distributing images, text or other materials that might be considered indecent, pornographic, discriminatory, hateful, obscene or illegal.
- Promoting any form of discrimination, including racism, sexism or religious hatred.

#### **Cyber-bullying**

- Using communications technologies (e.g. text messaging, emails and social networking sites) to torment, threaten, harass, humiliate or target individuals in a hostile manner.
- Creating or storing images, text or other materials that could be potentially insulting or offensive.

#### **Network misuse**

- Introducing any form of computer virus into the school network.
- Installing software applications/packages without consent of the Network Manager.
- Making modifications or performing repairs to the network or its equipment.
- Distributing login details to third parties or providing network access to unauthorised users.
- Leaving computers unlocked when the machine is unattended for an extended period.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Deliberately wasting Network resources such as printers, paper and ink.
- Physically damaging or otherwise interfering with the facilities.
- Consuming food or drink in computer suites without permission.
- Leaving computer suites untidy.

#### **Copyright violation and fraudulent activities**

- Downloading, accessing or distributing information/data in a way that violates copyright laws.
- Hacking or gaining unauthorised access to accounts/areas on the network.
- Using the computer to commit any form of fraudulent activity or impersonation.

#### **Inappropriate communications and failure to comply with data protection •**

Sending spam, junk, chain or unsolicited bulk emails.

- Transmitting unsolicited, commercial or advertising material.
- Forwarding confidential messages or information to external locations or parties.
- Broadcasting unauthorised personal views on social, political, religious or academic matters.

- Using communications systems to set up personal businesses or seek commercial gain.
- Failing to comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) or the academies Data Protection Policy.

**OUT OF CLASS** (Before and after school, main break and lunchtime)

- Students may not use devices to record, transmit, or post photographic images or video on school grounds during school hours or during school activities, unless otherwise allowed by a member of staff.
- The device must be in silent mode at all times, unless otherwise allowed by a teacher.
- Any software, applications or media used must be age-appropriate.

**John O’ Gaunt takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. No flash drives or memory sticks are permissible in school.**

**Guidance/protection for Students on use of social networking sites**

Social networking sites should not be accessed in school.

No student should attempt to join a staff member’s personal area on networking sites and requests should not be made or accepted by teachers. Any concerns should be reported in accordance with the E-Safety policy.

**Monitoring**

John O’ Gaunt accepts that the use of the Network, Internet & email is a valuable tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of John O’ Gaunt. Resources should be used only for educational purposes or those directed by the teacher. The school will monitor the volume and nature of Internet, email and network traffic, together with the Internet sites visited for improper use. All breaches will be reported to the ICT Coordinator and any serious breach will be sanctioned in accordance with the E-Safety policy in conjunction with the Head/SLT as appropriate.

**Sanctions**

Failure to comply with these guidelines will result in sanctions ranging from use of the facilities being withdrawn on a semi-permanent or permanent basis, through to exclusion for students with repeat offences. Offences of a criminal nature, such as copying third party software without a licence, may lead to prosecution without protection from John O’ Gaunt.

**Agreement**

All users of the John O’ Gaunt Network are required to agree to the Network, Internet and Email Acceptable Use Policy before being granted access. It is important to note that this agreement also applies to privately owned computer equipment being used on site (with explicit special permission). The policy also covers both wireless and remote connections made to the John O’ Gaunt network.

I acknowledge that, by signing this document, I confirm that I have read and understood the Network, Internet & Email Acceptable Use Policy (AUP) and that I will abide by that policy.

<b>Full Name:</b>	<b>Year:</b>
<b>Date of Birth:</b>	<b>Tutor Group:</b>
<b>Parent Signature:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Date:</b>