

# WOLVERHAMPTON GRAMMAR SCHOOL

## ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

**This policy is divided into 5 main areas:**

1. Aims and Objectives of the AUP
2. General Computer Use
3. Use of the Internet and e-mail
4. Consequences
5. Disclaimer

### **Aims of the Acceptable Use Policy (AUP)**

The following is our policy governing the acceptable use of computers including internet and e-mail. It is a dynamic document in that it will respond to the ever-changing ICT environment at the school, as we attempt to stay up to date with advances in ICT. It will therefore be added to and amended as applicable.

A main thrust of the document is to highlight the '*personal responsibility*' of the computer user at school whether it is for drafting coursework on a Word Processor or using the Internet.

#### **1 The objectives of the AUP are to;**

Allow staff and students the chance to access computer equipment, the Internet and e-mail, as and when they wish, for educational purposes.

Set guidelines for acceptable use of equipment, hardware and software, so staff and students are aware of what is acceptable and not acceptable.

Protect students and staff from undesirable information, particularly on the internet.

Provide rules which are consistent, and in agreement with the Data Protection Act.

#### **2 General Computer Use**

The following are guidelines that set out the acceptable use of equipment and use of computers generally around the school. A priority system is in place that will ensure that those with the greatest need have access. These are set out below:-

##### **First priority**

ICT Lessons taking place or lessons that have been booked in advance

##### **Second priority**

Students using the computers for the purposes of private study or schoolwork

### **Third Priority**

Other use - within the general rules of computers as displayed around the school

#### **Passwords**

Passwords are the responsibility of the user and in no circumstance should they be disclosed in any way. Software can be used to audit and track usage of computers by username: therefore if a username and password has been used it will be assumed to have been used by the owner, and therefore any consequences will devolve upon that owner.

Passwords should be changed regularly and contain a combination of letters and numbers as these are harder to 'crack'. If you suspect somebody knows your password, then contact a member of staff and change it to a sensible password, as described above.

#### **User areas**

User areas are the responsibility of the user. Users should remain within their allocated disk allowance and remove unwanted e-mail / attachments and other material taking up unnecessary storage space.

Students should keep their user area tidy and get rid of any unwanted or out of date files. The students may need to purchase a USB storage device or use a cloud based storage area to copy some of their work onto if their user area contains large graphics files for example. Some files are unacceptable to be used or saved in the user area. An example of an illegal file would be a game or program (.exe file) downloaded from the Internet.

#### **Printing**

Students must remain within their allocated print balance. If a student needs extra balance then the request should be made via their subject teacher. Documents should always be previewed before printing to help reduce waste. Alongside this, students are expected to print in mono unless colour is explicitly required for the document in question.

#### **Computer damage**

Any incident of damage to computers needs to be reported to a member of staff immediately and an email to [support@wgs-sch.net](mailto:support@wgs-sch.net)

#### **Memory sticks**

Virus protection will be installed and updated regularly on computers. Memory sticks that are brought are automatically virus checked on every PC. If you need help, then contact a member of staff via [support@wgs-sch.net](mailto:support@wgs-sch.net)

### **3 Use of Internet and e-mail**

The school uses a filtered, broadband Internet service provider for e-mail and Internet access.

These are seen as an integral part of a large majority of schemes of work to enrich and extend learning activities. Students will be allowed to use the Internet to search for information and resources to meet their learning objectives in school. Students should be aware that there is no regulatory authority body for the Internet. Anyone, anywhere can publish material. It is not censored for opinion, bias or validity of information. Students will be taught methods to validate information from the Internet by cross-referencing. They will not be permitted to view material

which incites violent, criminal, terrorist, extremist, dangerous, racist or sexual behaviour. Students will be instructed to inform a member of staff immediately if they find material that makes them feel uncomfortable.

Students will be taught how to use e-mail to communicate with people they know and those they do not.

The school reserves the right to access email accounts, web histories and any digital files stored or accessed via the school systems.

**Code of Conduct:-**

- Work/activity on the Internet must be directly related to your schoolwork.
- Private use of the Internet in school is forbidden.
- Do not disclose to anyone, any password or login name you have been given.
- Keep Username's and passwords safe and secure – do not share them, or try to use any other person's username and password. Do not write down or store a password where it is possible that someone may steal it.
- Do not install or attempt to install or store programmes of any type on any school device, or try to alter computer settings.
- The use of personal devices (mobile phones / USB devices etc) within school must follow the rules set out in this agreement, in the same way as if using school equipment.
- Do not give out personal addresses, telephone numbers (Mobile or landline) of any person at the school.
- Do not open any hyperlinks or attachments to emails, unless you know and trust the person / organisation who sent the email, or if there are any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- Do not use names or photographs taken from the school website.
- No unauthorized games are to be played on the network
- Do not download, use or upload any material that is under copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children or schools. This includes but is not limited to any material of a

violent, criminal, terrorist, extremist, dangerous, racist or inappropriate sexual content.

- On discovering unsuitable material the www. Address (URL) and the content must be reported without delay to a member of staff. Such sites will then be filtered and made inaccessible. Where applicable, police and/or local authorities may be involved.
- Be polite and appreciate that other users might have views different from your own. The use of strong language, swearing or aggressive approaches is forbidden. Do not state anything that could be interpreted as libel.
- Use of 'chat rooms' (unless used for a specific lesson under supervision from a teacher) is forbidden.
- The school will always endeavour to supervise students at all times. This may include supervision by teachers or support staff. Computers will be placed in public places where screens are visible, and all users must agree to random checking on computer records of sites visited or files kept on user areas.
- Email communication and Internet use at school will be monitored regularly to ensure compliance with these rules.
- The school will work closely with parents and the Internet service provider to ensure systems to protect students are reviewed and continuously improved.

#### **4 Consequences**

Failure to comply with these rules will result in one or more of the following:

1. On the first breach of the code, user is placed into lunchtime detention, a letter is sent home with a reminder of this policy, and the user loses use of internet and e-mail and use of computers around the school out of lessons for a period deemed necessary.
2. On a second breach, students will be given an after school detention. Computer use is withdrawn until parents are called and the matter discussed and resolved.

There are some circumstances in which the procedure will automatically start at stage 2 or will be referred directly to the Head for appropriate action.

Once again it is seen as the student's responsibility to use computers, the Internet and e-mail appropriately and legally. It is hoped that with parents, students can discuss the possibilities and opportunities of its proper use and the advantages that it could bring to their schoolwork.

#### **5 Disclaimer**

The school will provide a filtered Internet service. No system can be completely effective and a combination of approaches will in addition be required to supervise adequately. All staff, directors, parents and advisers will work to establish agreement that every reasonable measure has been

taken. As a result of the process involved in publishing information on the Internet, it is not possible to guarantee that unsuitable material will never appear on a computer screen. The school cannot accept liability for the materials accessed, or any consequences thereof.

If you do not understand any part of this Acceptable Use Policy, please contact schools ICT staff or any senior member of staff.

PGH  
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