

**This Acceptable Use Policy has been written to ensure every one of our students understands our expectations and knows the rules for using the computer resources. We look for your support and hope you can find the time to discuss the main issues mentioned below before signing and returning this form to the school.**

### **Using our Internet and E-mail facilities**

The School provides every student with a fast filtered broadband connection to the Internet, but this does not guarantee students will not find a way to view unsuitable material.

The School also encourages everyone to develop their communication skills by using electronic mail.

We acknowledge the privacy and rights of every student and will investigate where our filtering system shows inappropriate or offensive language or attachments have been included.

Your child needs to understand the seriousness of actions listed above when using the Internet and Email.

### **Acceptable use of the Equipment**

Students will respect all our computer equipment to ensure our network continues to work reliably.

### **The Rules of Acceptable Use**

Failure to observe these rules will result in appropriate disciplinary action. Depending on the severity of the act, this may include restricted access to ICT facilities, detention or exclusion.

Your son or daughter needs to agree to the following rules:

- Only log on using their own unique username and password and keeping these secret;
- Students should not bring or download unauthorised programs, including games. Online non-educational internet games are not an appropriate use of school resources;

- The personal use of chat rooms and instant messaging is banned, though they may be experienced within the ICT curriculum;
- Ensure text, emails, images, sounds or video's they may view or send do not offend or upset any person, or damage their reputation, or that of the school;
- Students must not distribute or import from data stick, disk or other portable storage device materials to others which could be classed as offensive, obscene, bullying or damaging;
- Students must not scan, digitally photograph or modify any images that could be classed as offensive, obscene, or damaging;
- Students must ensure all their own work is original, they must not copy or do work for another plagiarism is a serious issue, it is cheating and exam boards will ban students;
- Students must not store the following types of files in their home directory, without permission from the Network Managers or a computing teacher: Program files (EXE, COM) Compressed files (ARJ, LHZ, ARJ, TAR etc) Music Files (MP3 MP4 WAV CDA);
- When using the internet students should not attempt to search for, access, attach, view, import, distribute or send any material which could be classed as offensive, obscene or damaging;
- Students should not reveal their personal address or phone numbers or those of students or staff.

The full copy of the eSafety and Data Security policy will be available from the School Reception or via our website [www.gbhs.co.uk](http://www.gbhs.co.uk)

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## **Consent for school use of photography for special purposes**

In order to comply with the Data Protection Act 1998 respect of personal data and in line with LEA guidelines, we need to ask for your consent to being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in a school brochure or in parts of the school to which the public has access.

We may also include images in the school brochure, DVD and website, and would like to use a variety of pictures and video images, some of which may include yourself. We will not, however, include the full names of any students with their image. The school brochure and website are very important elements in promoting Great Baddow High School in the wider community and celebrating the achievements of our students.

We also use images of students on the interactive information display boards in the dining hall and in reception. This promotes your work to other students and visitors to the school.

Images of students cannot be used unless consent has been given. We would therefore be grateful if you could return the reply slip to give consent to being included in any such pictures and images. The pictures and images will not be used for any other purpose than stated above.

# **GREAT BADDOW HIGH SCHOOL**

## **SPECIALIST SPORTS COLLEGE**



## **NETWORK USAGE POLICY**

**SUMMARY 2015**