

**ROBERT CLACK SCHOOL OF SCIENCE
COMPUTER RESOURCES POLICY
STUDENT GUIDELINES**

The school has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Remember that *access is a privilege, not a right* and inappropriate use will result in that privilege being withdrawn and possibly further disciplinary action. Any criminal activity will be handled by the relevant authorities.

Please Note! This Computer Resources policy also governs all *remote (off site)* access to the resources of the Robert Clack School of Science whether they are by *Terminal Services, RM Easylink* or some other means.

The term the Robert Clack School of Science also includes the *Robert Clack Leisure Centre* ICT facilities and any ICT facilities that Students are permitted to use within the *Robert Clack City Learning Centre*.

Equipment/Hardware

- Do not install, attempt to install, or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not deface or remove labels, logos or any other asset tags from PC related equipment.
- Do not remove or relocate any item of equipment from its installed location without permission. (This includes mice, keyboards or any other removable device that is the property of Robert Clack School.)
- Do not use the computers for commercial purposes e.g. buying or selling goods.
- You are permitted to bring your own Data Storage Devices (USB Memory Sticks/ Flash drives) and Storage Media (CD/DVD ROM/ Floppy Disks) into school *for educational purposes only*. The School will not be liable for the theft, loss or damage of these devices/media. If you suspect that your device/media may contain a virus, DO NOT CONNECT OR LOAD IT INTO ANY COMPUTER EQUIPMENT WITHIN THE SCHOOL WITHOUT FIRST CONSULTING IT TECHNICAL STAFF. Students are responsible to ensure that these devices/media are checked by reputable antivirus software before bringing them into school.
- Do not connect mobile USB/Firewire related devices to the network (e.g. laptops, tablet PCs, PDAs, iPods, MP3/4 players, Mobile Phones, etc.) without first checking that this is permissible, firstly with the supervising member of teaching staff and secondly ICT Technical Staff.
- Do not eat or drink near computer equipment.
- The maintenance of printers (Particularly the removing of paper jams and the replacing of ink supplies) is the responsibility of qualified members of staff. If a printer needs attention this must be directed to the supervising member of staff.

Security and Privacy.

- Upon arriving at Robert Clack School you will be issued with your own personal user account and space for educational purposes only. Do not disclose your account details (username/ password) to others, or use accounts intended for the use of others without the permission of the supervising member of teaching staff.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas will be treated like school lockers. Authorised Robert Clack School staff therefore reserve the right to occasionally review the contents of your storage area(s)/ removable media to ensure that these are being used responsibly.
- Authorised Robert Clack School staff may periodically monitor your network activity/communications to ensure that the system is used responsibly.

Internet

- 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.

Excellence for all. Excellence from all.

- Do not engage in 'chat' activities over the Internet. 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.
- Internet activity is recorded/ monitored on daily basis and technical staff may be asked to submit information on your internet history as part of a SLT headed investigation.

E-mail

- 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.
- You should not send or forward ANY email to more than 5 recipients without the permission of a member of staff. This also includes sending or forwarding the aforementioned email via more than 5 separate transactions.
- Never open attachments to e-mails 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.
- E-mail communications may be requested from technical staff if deemed relevant, as part of a SLT headed investigation.

Acceptable use of Data

- The network *is the property* of the London Borough of Barking and Dagenham and the Robert Clack School of Science. The data that you store on the Robert Clack School network should only be for the purpose of your education and the subjects that you are taking. Any data that is considered inappropriate and not fit for purpose will be removed without notice and if considered offensive will be forwarded to SLT for investigation.
- You are assigned a set amount of space for the purpose of coursework only. Do not use this for any other purpose.
- You are responsible for all the data held in your user space. You are responsible to keep an up to date backup copy of all you work. You are responsible to keep that data secure by making sure that your password remains private.
- MP3/MP4s should not be stored on the Robert Clack School network unless this is required as part of your coursework. However these should only be stored in small quantities. When you run out of allocated space, technical staff will look for MP3/MP4s and delete these before considering whether an increase in space is warranted.
- Pictures and Images should not be stored on the Robert Clack School network unless these are required as part of your coursework. However these should only be stored in small quantities. When you run out of space, technical staff will look for inappropriate material and delete these before considering whether an increase in space is warranted. Any pictures/images that are considered offensive will be forwarded to SLT for investigation.

Approved by the Robert Clack School Board of Governors

Updated 05/03/08

Forti difficile nihil. For The Brave nothing is difficult