



## **INFORMATION COMMUNICATIONS TECHNOLOGY (ICT), E-MAIL AND THE INTERNET**

### **ACCEPTABLE USE POLICY**

As part of the College IT programme we offer pupils filtered access to the Internet. Before being allowed to use the internet, all pupils must obtain parental permission and both you and your child must have signed and returned a form as evidence of both your approval and acceptance of the College rules on this matter.

Access to the internet can enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other internet users throughout the world. The College will take reasonable steps to monitor access but families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our aim for internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. Ultimately however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the College supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will suggest appropriate materials. The College reserves the right to monitor pupils' access. Outside College, families bear the same responsibility for such guidance as pupils use information sources such as television, telephones, movies, radio and other potentially offensive media.

The College's Anti-Bullying Policy includes a section on Cyberbullying.

## **GENERAL USE OF THE ICT FACILITIES**

While the College makes every attempt to ensure a reliable service it cannot be liable for any loss of a pupil's work, howsoever caused. It is the pupil's responsibility to ensure adequate backups of their work by saving it in their allocated filespace on the network server or CD/memory stick. The College cannot accept responsibility for work completed on pupil's own computers.

The College provides a range of ICT facilities to be used for teaching purposes for pupils' own work or research in relation to their studies.

Pupils are not allowed to:

- Tamper with, or change, network, operating system, machine or software settings
- Tamper with any item of hardware
- Install software
- Run any software other than that provided specifically for them, for College use, as published periodically by the ICT Department and Library

Attempting to log in as another user, abusing the e-mail or internet facility or attempting to 'hack' into or to gain access to files or systems to which specific access has not been given, will be regarded as very serious breaches of College discipline. No food or drink should be brought into nor consumed in any computer area.

**Misuse of ICT hardware or software may result in a lengthy ban from the network as well as additional sanctions.**

### **E-MAIL**

- Pupils must only send e-mail under their own allocated e-mail name and address.
- Encryption of messages is not permitted. Users should note that e-mail is subject to random scrutiny by staff.
- The College will not permit the sending or receiving of e-mail messages greater than a certain length (currently 10Mb). File attachments may only be sent if they relate directly to a pupil's work.

### **PUPILS' OWN COMPUTERS**

Though the College provides computing facilities in Houses, some pupils may wish, where there is space to accommodate them, to bring their own personal computers or laptops into the College for use during term time. These remain the responsibility of the pupil and should be kept secure at all times. The College recommends the use of Kensington Locks or similar devices for this purpose. Such equipment should, in addition, be security marked in a clear manner.

Pupils should not lend their laptop computers to other pupils. They are responsible for making backups of any school work stored on their own laptop computer. Please note that every year some pupils lose important school work, sometimes with serious consequences for their examination results, as a result of failing to back up their work.

While the College IT staff will make every effort to help pupils having problems with their own computer, they cannot offer a repair or maintenance service to pupils.

### **CONNECTION OF LAPTOPS TO THE SCHOOL NETWORK**

There are many advantages for pupils in connecting their laptops to the College network:

- Access to their network file space
- A location for backing up work on laptops
- Access to a printer
- Access to the internet

However, the College has a responsibility to provide an IT service which is reliable and virus free. Laptops may be connected to our network subject to a number of conditions in addition to those already mentioned:

- The laptop operating system should be kept up to date while at home with all the latest security patches. The computer must have an up-to-date virus checker.
- Pupils should not use the College network connection to download programs, videos or movies, music or MP3 files, Windows updates or any other files likely to use up excessive bandwidth and degrade our service to those using it for educational purposes.
- Pupils should not run any peer to peer file sharing software, such as Kazaa.
- Pupils should not do anything that may result in the introduction of viruses into the College system.

While the College takes every precaution to keep its network virus free, it cannot accept responsibility for any virus infection of a pupil's laptop.

Pupils will have to apply to the IT department and be in possession of a wireless network card compatible with the 802.11g (preferable) or the 802.11b wireless standards. These are available in most computer stores and many new laptops have wireless capability built in. Most laptops can be successfully connected, but where possible Windows XP Professional should be installed, though it is not essential. The IT department will note the details of the laptop, check security marking and possession of a computer lock prior to configuring our system to accept the connection. Pupils will be issued with any software needed and instructions to configure any settings on their own machine

## **CONCLUSION**

The Director of IT, Mr C J Davies, will be available to answer any further questions that you may have at this stage. Please call him on 01372 821178, or alternatively e-mail him at [cjd@epsomcollege.org.uk](mailto:cjd@epsomcollege.org.uk).