

What are the rules?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

Storage capacity – Users are expected to remain within their allocated disk space and delete e-mail or other material which take up excessive storage space.

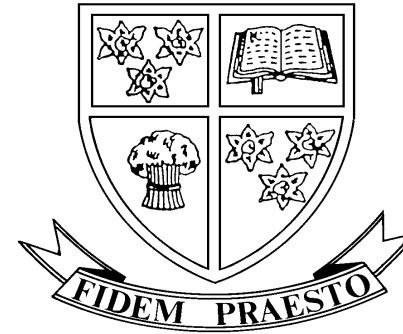
Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's workspace.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behaviour. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Brief advice for students

These are guidelines to follow to prevent the loss of network privileges at school:

1. Use a computer in such a way so as not to harm other people or their work.
2. Respect computers and network devices just as any other school equipment.
3. Only use those programs that are already installed on the network - do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Copyright laws are there for a reason – don't break them.
5. Do not view, send, or display offensive messages or pictures.
6. Keep your password to yourself – don't share it with another person.
7. Only print out material when absolutely necessary. The School employs a print quota system. Quota is allocated for the printing of coursework. Additional print credit can be purchased for personal printing.
8. Only access your account – not anyone else's folders, work, or files.
9. Notify a teacher immediately, if by accident, you encounter materials which are against the rules of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if these rules are not complied with.



The Use of Computers, Internet & E-mail at Newent Community School and Sixth Form Centre

**PARENT PERMISSION FORM
AND
USER AGREEMENT**

**Newent Community School and Sixth Form Centre
Striving for Excellence**

As a Parent or Carer of a student at Newent Community School and Sixth Form Centre, I have read the information about the appropriate use of computers at the school, discussed the contents with my child and I understand this agreement will be kept on file at the school.

(Questions should be directed to the Head of Computer Science and ICT for clarification).

Parent / Carer Name: (print) _____

Parent / Carer Signature: _____

Date: _____

As a user of the School computer network, I agree to comply with the stated rules and to use the network in a constructive manner.

Student Name: (print) _____

Student Signature: _____

Tutor Group: _____

Newent Community School and Sixth Form Centre is pleased to offer students access to a computer network for e-mail and the Internet. In addition to this, a wireless network accommodates connectivity for both school equipment and personal devices such as laptops, tablets and smart phones. It should be noted that the school does not accept liability for personal devices within school. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form attached.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of media rich websites and other repositories of information and to communicate with Internet users around the world. Whilst the school has selected an Internet Service Provider (SWGfL) which attempts to filter out any unsuitable material, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the aim of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

What is expected?

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. Use of personal equipment such as tablets and smart phones within the classroom is by prior agreement with the teacher. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Website: www.newent.gloucs.sch.uk

(Intranet and email facilities will be available via the website with students entering their school network username and password)