

## **STOCKPORT GRAMMAR SCHOOL**

### **EMAIL AND INTERNET POLICY**

(Reviewed by Governors 13.10.15)

(Date of next review Spring 2018)

#### **Introduction**

1. This policy sets out the requirements with which all users must comply when using the School's email and internet services.
2. The computer system is owned by the School and may be used by:
  - **pupils** to further their education; and
  - **staff** to enhance their professional activities including teaching, research, administration and management.
3. Failure to comply with this policy will constitute a disciplinary offence and will be dealt with under the School's Disciplinary Procedures.

#### **Access**

4. Pupils in the senior school (and their parents) must sign a copy of the document which forms part of this policy at the start of each academic year. This sets out the conditions for use of the computer system and access to the internet. Completed forms are lodged in the School Office and the Systems Manager will only grant network access to senior pupils once a completed form has been received.

All staff will also be required to sign an acceptable use document on appointment.

#### **Property**

5. Pupils and staff should treat any property belonging to the School with respect and reasonable care and report any faults or breakages immediately to the Bursar. You should not use the School's computers unless you are competent to do so and should ask for training if you need it.

#### **Viruses**

6. You should be aware of the potential damage that can be caused by computer viruses. You must not introduce or operate any programmes or data (including computer games) or open suspicious e-mails which have not first been checked by the School for viruses.

#### **Passwords**

7. Passwords protect the School's network and computer system. They should not be obvious, for example a family name or birthdays. You should not let anyone else know your password. If you believe that someone knows your password you must change it immediately.

You should not attempt to gain unauthorised access to anyone else's computer or to confidential information which you are not authorised to access.

## Leaving workstations

8. If you leave your workstation for any period of time you should take appropriate action and, in particular, you should log off and/or set your screen saver with an appropriate password.

## Internet

9. **Access and Downloading:** Access to the internet should only be made via the authorised account and password, which should not be made available to any other person. Downloading of any programme or file which is not specifically related to your work or job function is strictly prohibited. Any activity which threatens the integrity of the School ICT systems or activity that attacks or corrupts other systems is forbidden.
10. **Personal use:** The School permits the incidental use of the internet so long as it is kept to a minimum and takes place substantially out of normal working hours. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the School discovers that excessive periods of time have been spent on the internet provided by the School either in or outside working hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Headmaster or Bursar.
11. **Unsuitable material:** Viewing, retrieving or downloading of pornographic material, or any other material which the School believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Headmaster whilst allegations of unsuitable use are investigated by the School.
12. **Contracts:** You are not permitted to enter into any contract or subscription on the internet on behalf the School, without specific permission from the Bursar.

## E-mail

- 1 **Personal use:** The School permits the incidental use of its email systems to send personal emails as long as such use is kept to a minimum and takes place substantially out of normal working hours. Personal emails should be labelled 'personal' in the subject header. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the School discovers that you have breached these requirements, disciplinary action may be taken.
- 2 **Status:** Users are responsible for all emails they send and for contacts made which may result in email being received. Email should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. You should not include anything in an e-mail which is not appropriate to be published generally.
- 3 **Inappropriate use:** Any e-mail message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our Equal Opportunities Policy), or defamatory is not permitted. Use for personal financial gain, gambling, political purposes or advertising is also forbidden. As is the posting of anonymous messages and the forwarding of chain letters.

Use of the e-mail system in these ways constitutes gross misconduct. Copyright of materials must be respected. The School will take no responsibility for any

offence caused by you as a result of downloading, viewing or forwarding inappropriate emails.

- 4 **Legal proceedings:** As emails may be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media. You should be aware that emails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.
- 5 **Jokes:** Trivial messages and jokes should not be sent or forwarded to the email system. Not only could these cause distress to recipients (if inappropriate) but could also cause the School's IT system to suffer delays and/or damage.
- 6 **Contracts:** Contractual commitments via an email correspondence are not allowed without prior authorisation of the Headmaster or Bursar.
- 7 **Disclaimer:** All correspondence by email should contain the School's disclaimer.
- 8 **Monitoring:** The School regularly monitors the use of the internet and email systems to check that the use is in accordance with this policy. This includes monitoring for material that is pornographic, terrorist, extremist, inappropriate or offensive. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.

## USE OF STOCKPORT GRAMMAR SCHOOL'S COMPUTER NETWORK

### SENIOR SCHOOL

The School provides access to the computer networks for educational purposes only.

If you wish to use the computer network, you must abide by the following agreement:

I will not interfere with or make any adjustments to any of the hardware settings to the computer, monitor, mouse, printer, or any other peripheral or cabling. If I find that any component has been adjusted or damaged, I will report it at once to the Systems Manager or my teacher

I will access only those network areas, which I am allowed to use, namely My Documents or Mywork folder. In particular, I will not attempt to access other people's user areas or the Hard Disk (drive c:).

I will use only the software that is installed on the system. In particular, I will not bring into school any games software, or other executable files and will check that any music, graphics, video or text material that I may bring in is in connection with one of my courses or other school approved activity, and that such material does not damage copyright laws.

I will do my utmost to ensure that I do not bring any computer viruses into school. If I discover that one of my school files is infected, I will immediately report it to the Systems Manager or my teacher.

If I use any material downloaded from the Internet or copied from a CD-ROM in any of my work, I will indicate its source and clearly identify any section used verbatim.

I will not risk accidentally damaging the computers by eating or drinking when using them and I will not take any food or drink into any rooms containing computers

I will use the printing facilities sensibly, choosing the appropriate time to print my work and ensure that I only print a reasonable number of copies.

If I am permitted to access the Internet from a school computer I will do so subject to the following additional commitments:

- I will only use the internet to help me in my educational research and will not access or attempt to access any newsgroups or web pages that would be considered offensive in the judgment of the school because of pornographic, racist, violent, illegal or illicit material\*
- I will download software only if I have permission from the Systems Manager or my teacher.
- I will respect the Data Protection Act and will not reveal personal information about others or myself over the Internet.
- I will inform a teacher if I find a web-site which I think my parents or my teachers would consider unsuitable.

*\*The school link to the Internet will be filtered to prevent access to sites known to contain offensive material.*

Pupil's Name: \_\_\_\_\_ (Please Print) Form: \_\_\_\_\_

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parental Agreement

As the parent/guardian of the above pupil, I hereby acknowledge that I have read the agreement on pupil use of the School Computer Networks and discussed it with my son/daughter. I understand that this access is for educational purposes only and that, should he/she violate any of the terms of this agreement, he/she will be denied use of the school computers and may face disciplinary action as determined by the school. In the case of a deliberate attempt to interfere with the running of the network, I understand that this may lead to his/her exclusion from school on a temporary, or even a permanent, basis

Name: \_\_\_\_\_ (Please Print)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_