



Please ensure that you have read and fully understood all the terms and conditions for the use of the computer network facilities at iCAN.

Computing & Information Communication Technology - Acceptable Use Policy 2015-2016 onwards

The main purpose for the iCAN Information and Communication Technology (ICT) network is to help all users further their learning. The iCAN network includes all iCAN computers and accessing the internet, servers and wireless hubs.

ICT significantly alters the information for iCAN by opening classrooms to a broader array of resources, including those from file servers throughout the world. iCAN's goal is to provide learners with the tools and skills needed to use technology appropriate ways for their learning. Making this technology available to learners can increase risks as some information may be controversial or potentially harmful.

With ICT, easily accessible information changes daily. It is not possible to predict what learners and other individuals may access and it is impossible to prohibit access to all controversial or potentially harmful sites and/or services. All users of the network have a responsibility to use the network appropriately.

iCAN does not approve of the access and/or use of inappropriate material. An honesty system is in effect. Individuals are expected to report any security abuses by others, or potential problems to learning facilitators, school leadership or the ICT team. This policy applies to all technology including, but not limited to: computers, tablets, e-readers, phones, audio/video equipment, copy machines and information storage devices.

INFORMATION & COMMUNICATION TECHNOLOGY – iCAN NETWORK USE GUIDELINES

1. **Acceptable use** – Your account must be used to support education and research and must be consistent with the educational objectives of iCAN. Users should not use school and personal technologies for accessing school information or technology not within the school's control without the express and specific permission from the School.

2. **Network etiquette** – You are expected to abide by the accepted rules of network etiquette. These include, but are not limited to the following:

- **Respect for self, respect for others in our school community.**
- **Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.**
- **Illegal activities are strictly forbidden.**
- **Do not use the network in such a way that you would interfere with other peoples computer work.**
- **Do not copy other people's intellectual output or other people's computer resources without permission. Users whose behaviour is in violation of this may be deemed academically dishonest.**
- **Users must not go to inappropriate websites on purpose. Inappropriate sites include those with violent, pornographic or racist material and sites that promote hatred. Users should consult a teacher if they have questions about the appropriateness of a website.**
- **Users should not make changes to any part of the network with the exception being their own individual folder.**
- **Use of the network for educational purposes has priority over other uses. Financial or capacity constraints may limit non-educational use of the network.**
- **The network may not be used for illegal activities.**
- **Learners may not use the network to buy or sell items or services.**

- **Always use a computer in ways that show consideration and respect.**

3. **Security** – Security on any computer system is very important, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify the ICT team **immediately**. Do not share the problem with other users.

4. **Network accounts & passwords** – Users from Year 1 through to Year 9 have a shared network account with individual folders accessible by others in that year group. They will be responsible for safeguarding the data and services being offered by the school. They will likewise be responsible for safeguarding their account password and accesses. Any attempt to borrow, lend or share individual usernames and passwords is prohibited.

5. **Personal information** – This must be respected. Learners must not change or download personal information that belongs to other people, including photographs.

6. **Software** – The installation of software is not permitted without the express permission of the School. The use of key loggers and other malware is strictly prohibited.

7. **Games/Media** – Playing games or downloading games/media to the hard drive or to the network is forbidden unless otherwise sanctioned by the School.

8. **Personal use** – Personal e-mail, instant messaging, accessing social networking websites, or any other non-educational activity may be done only outside of the school day (7am-3pm).

9. **Wireless access** – The schools wireless network is intended for instructional purposes only. Users caught using the wireless network inappropriately will have their account locked until further notice from the School. The use of tethering a portable device, to gain access to the internet, is prohibited whilst on school premises.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilisation of the network resources. A user found to be violating the ICT **Acceptable Use Policy (AUP)** will be subject to school disciplinary action.

PROHIBITED BEHAVIOURS

Users are responsible for their behaviour on school computer systems, just as they are at all times throughout the school. Below are samples of conduct that will not be tolerated including,

- Tampering and/or attempt to tamper, theft, remove or change any hardware or software from any iCAN-owned or leased system or equipment.
- Deleting, renaming, moving, copying or changing any electronic files or their properties, other than their own, without explicit permission from the owner or the School.
- Changing or attempt to change passwords other than their own.
- Intentionally impersonating someone else and/or misrepresenting another through the use of another's school email account whether within or outside the school.
- Intentionally and/or maliciously bypassing the user-security mechanisms of the network and mail system.
- Playing unauthorised computer arcade games.
- Installing unauthorised personal software on school technology equipment.
- Violating copyright laws by unauthorised copying and distribution of software.

- Installing, copying or knowingly infecting a computer system with a virus and/or malicious programs.
- Wasting resources including bandwidth, file storage space, printers resources.
- Using technology for unauthorised commercial purposes.
- Mass mailing.

Harassment using technology

Use of the phone system, copy machines, computer systems, email or any technology to send or display inappropriate, obscene or harassing messages or material anywhere or to anyone is prohibited.

Invasion of the privacy or property of individuals or the school using technology, reporting of violations

All users must respect any individual's work, electronic files and right to privacy. The School reserves the right to inspect any user's data, school email, media, electronic files and property brought into school and used to access school technology. This will include but will not be limited to: printed documents, flash drives, CD ROMs, portable hard drives. Users not willing to allow such inspection will no longer be permitted to bring technology items not owned or controlled by the school into school facilities, nor use them to access school technology.

Accessing, creating, displaying or publishing inappropriate or demeaning materials or information

Users will not access, create, display, or publish any inappropriate or demeaning materials or information. Users are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication like internet SMS (other than e-mail) without prior approval from the School.

Privacy in communication over the Internet and the network is not guaranteed

You must know that the School will monitor, log, review, and inspect all directories, files, and/or messages residing on or sent using the school's computer network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Printing & photocopying

Users should be mindful of the school's printing resources:

- Use their account for printing and photocopying.
- Use the photocopiers for black ink printing rather than the laser printers.
- Colour printing is five times the price of a B/W laser and 10 times the photocopiers. Make wise judgments if colour is necessary for your printing.
- 3-in-one printers in some classrooms should be used mainly for scanning and not for printing.
- Utilise the network printers as the running cost is far cheaper than the ink jet printers.



Please return this consent form to the school office.

Information & Communication Technology - Acceptable Use Agreement 2015-2016 onwards
Years 3-9 & staff only. EYFS/MP1 do not need to sign.

USER

I understand and will abide by the above **Computing & ICT Acceptable Use Policy**. I further understand that any violation of the regulations contained in the policy is unethical and may constitute a significant offense. Should I commit any violation, school disciplinary action will be taken.

Name of iCAN user: _____

Class: _____

User signature: _____

Date: _____

PARENT/CARER (if user is under 18 years old)

As the parent or carer of this user, I have read the **ICT Acceptable User Agreement**. I understand that this access is designed for educational purposes and so I hereby give permission for the school to issue an account for my child and certify that the information contained on this form is correct.

Parent /Carer's name: _____

Parent /Carer's signature: _____

Date: _____

Please note that without this agreement it will not be possible for the school to grant network access for learners.

PERMISSION TO USE YOUR CHILD'S PHOTOGRAPHS IN SCHOOL PUBLICATIONS

From time to time, photographs are taken at school and during school events featuring iCAN learners engaged in various school activities. These photographs are also considered for inclusion in various school publications as well as official social media platforms.

If, for any reason, you prefer that any photograph of your child NOT be used in any of the school's publications, please send a written note informing the Principal of your wishes.

If we do not receive a written request from you to exclude photographs of your child in other school publications, we will assume that you are agreeable to the use of such photos which include your child.

Please also read & sign overleaf



Computing & ICT Acceptable Use Policy (AUP) - Agreement / e-Safety

The iCAN ICT network, which includes accessing the internet, server and wireless hubs, has become an important part of learning at iCAN in all curriculum areas. Users are expected to use the ICT network at school and to follow the iCAN Network Use Guidelines. A copy of the Guidelines is attached.

The main purpose of the iCAN ICT network is to help users learn. All users of the network have a responsibility to use the network appropriately.

So that the network can fulfil its purpose, it is important that both users and families (for users under 18 years old) understand the guidelines for use, and that users follow the guidelines. All users must show that they (and their parent/carer(s) if they are under 18 years old) have read and understand the guidelines, then sign and date this form.

USER COMMITMENT

These commitments are a reflection of the content of our school's e-Safety Policy. It is important that parents/carer(s) read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- I will only use ICT in school for school purposes in a principled way.
- I will use all ICT equipment respectfully and with care.
- I will only use the Internet and/or online tools when a trusted adult is present.
- I will only use my own school email address when emailing, and will not share my password with others.
- If I accidentally find anything inappropriate I will tell my learning facilitator immediately.
- I will only communicate online with people a trusted adult has approved.
- I will only look for, or access appropriate websites.
- I will not share my own, or others', details such as names, phone numbers or home addresses.
- I will only download or install anything on to the school network once receiving permission from the school.
- I will make sure that all ICT contact with other learners and adults is responsible, polite and sensible.
- I will only open/delete my own files.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.
- I understand that I can only use the ICT in school if I follow this **Acceptable Use Policy**.

We have discussed this **Acceptable Use Policy and iCAN Network Use Guidelines** and _____
[print learner's name] agrees to follow the e-Safety rules, guidelines and to support the safe use of ICT at iCAN School.

Parent /Carer's name: _____

Learner's class: _____

Parent /Carer's signature: _____

Date: _____

This AUP agreement must be signed and returned before any access to school systems is allowed.

Please return completed pages 4 & 5 of this AUP (pink page) to our school office