

COMPUTER AND INTERNET USAGE PROTOCOL

Introduction

Computers are an integral part of modern day learning and working environments. College students have access to the ICT facilities available at the College provided that they abide by the terms set out by this agreement.

The use of Internet and E-mail are a part of the National Curriculum, being a valuable source of information and communication. However, there are undesirable sources of information that are not appropriate to students' learning, and unrestricted use of E-mail may lead to contact with inappropriate persons. Therefore a need to ensure that the Internet is used correctly, safely and responsibly is paramount.

Students are not permitted to use staff computers and laptops for their own work, unless specifically directed to do so by a member of staff.

Social Apps (Facebook, Bebo, Twitter, Myspace, Instagram, Snapchat, Flickr, Tumblr)

It is so easy to post online now, from any device that is connected to the internet, that we often do so without thinking about the consequences. Please remember that when you post anything online, anyone can save it and repost it anywhere on the internet!

Personal Details

Your personal details are very important, they are what make you identifiable on the internet, you **must** keep these offline as much as possible, there will be times when these details are needed (online shopping) but never enter them onto a site unless that site can hide your personal details from people you do not know, even then you can be coerced by a new friend on a social app to disclose them. The College's advice is;

NEVER disclose any personal details to anyone you don't really know face to face.

The Internet

The Internet Service Provider (ISP) used by the College has external filtering to help ensure the safe usage of the internet. However with many thousands of new sites created per day this will never be 100% effective.

Students are taught to search and use the Internet responsibly and supervise their access to the Internet. When undesirable sites are encountered, we inform the ISP filtering service and do not allow these sites to be accessed.

Any attempt to bypass the protection and filtering system used by the College will result in immediate withdrawal of access.

The use of any websites, external chat-rooms, instant messaging, social networking, game and video sites NOT approved by the College are strictly forbidden.

Copyright and Plagiarism – (Copying work that is not your own)

Material on the internet is protected in the same way as material in any other media. You cannot assume that just because something is on the internet it is in the public domain unless there is a statement that explicitly states that. If you want to use someone's website material and there aren't any guidelines as to what you can/can't copy, you should seek their permission.

Storage of copyrighted material, including music, video and image files contravenes the copyright law.

Breaches of copyright and plagiarism in any form will NOT be tolerated at the College.

Logon Details

The College will provide every student a unique username and password, this logon details identify each student on the colleges system so it must never be disclosed to anyone.

If a student suspects their username and password has been disclosed they are to inform any teacher immediately who will send them to the ICT Support Office to have their details reset.

E-mail

E-mail allows students to communicate instantly; however they may send or receive mail from unknown sources. We currently use an e-mail service provided by the South West Grid for Learning specifically for education called RM Easy Mail. This restricts how e-mails are received and provides controlled communication.

Other e-mail systems such as Hotmail, which have no restrictions, open the risk of correspondence with unknown persons and the receiving of computer viruses. We therefore do not permit access to these on our network.

Equipment

Students are expected to use all College equipment responsibly and with respect as specifically directed by any member of staff. Any damage resulting from the failure to adhere to this may lead to the withdrawal of equipment access and they may be charged accordingly.

College equipment can be loaned to students with prior signed agreement with a parent/guardian. Agreements are available at Reception

Monitoring

The College reserves the right, without notice, to access, listen to or read any communication made or received by students on its computer system for the following purposes:

- to establish the existence of facts
- to ascertain compliance with regulatory or self-regulatory practices and procedures
- to investigate or detect unauthorised use of systems
- to prevent or detect crime
- to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding e mails to correct destinations

The College also reserves the right to make and keep copies of e-mails and data documenting use of the e-mail and/or the Internet systems, for the purposes set out above.

Parental/Carer Support

This is essential to ensure that all students operate and use the Internet and e-mail safely and responsibly. We will only allow access by a student when we have received parental permission.

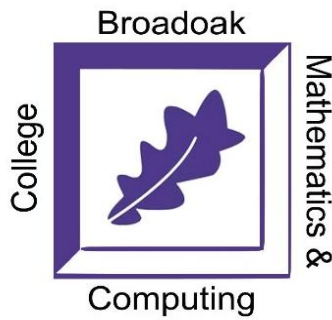
Student Agreement

Students will be allowed access when they agree to use equipment, Internet and e-mail in accordance with this protocol.

Misuse of the Internet and E-mail

Any misuse will be dealt with by the appropriate body, and may result in withdrawal of permission for internet access.

When access is withdrawn, a student will be reissued with a "Computer and internet usage protocol" form, this agreement needs to be signed by parents/guardians and the student, and then returned to the college.



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BOTH SECTIONS TO BE COMPLETED AND RETURNED IMMEDIATELY

Parental Agreement

I will support the College's Computer and Internet Protocol and give my permission for

Name: **Tutor Group:**
(Student's name)

to use the ICT facilities of the College.

I also agree that work and photos, as appropriate, can be displayed on the College's web site.

Signed: **(Parent/Carer)**

Name: **Date:**
(Please Print)

Student's Agreement

I will use the ICT Equipment, Internet and E-mail safely and responsibly by:

- Using available equipment responsibly and with respect.
- Not disclosing my username and/or password to anyone.
- Not accessing indecent or inappropriate web sites.
- Only using the Internet and E-mail with the permission of a member of staff.
- Not using any unapproved chat-room without explicit permission by a member of staff.
- Not downloading any material without specific permission.
- Not listen to music in lessons when it is inappropriate.
- Only sending e-mail to people I know or a member of staff has approved.
- Sending only polite and responsible messages.
- Not giving my home address, telephone number or arrange to meet anyone unless my parent or carer or a member of staff agrees.
- Reporting any unsuitable material or site seen or received.
- Not using any portable storage device unless given permission by a member of staff, including MP3 players/iPods or any portable media device.
- Not attempting to bypass the protection and filtering provided by the College.
- Not using or storing copyrighted material anywhere on the College's Network.
- I understand that the College monitors the ICT equipment and Internet use to ensure policy compliance.

I understand that access to the Internet and e-mail may be withdrawn if I do not keep to this agreement.

Signed:

Name: **Date:**
(Please Print)