



## The Robert Napier School Computer Resources Policy – Student Guidelines

The school has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources and ensure they remain available to all. Remember that ***access is a privilege, not a right*** and inappropriate use will result in that privilege being withdrawn and possibly further disciplinary action. All activities on school computers can be traced. Any criminal activity will be handled by the relevant authorities.

Please Note: This Computer Resources policy also governs all remote (off site) access to the resources of The Robert Napier School.

### **Equipment/Hardware**

You are permitted to bring your own Data Storage Devices (e.g. USB Memory Sticks/ Flash Drives) and Storage Media (e.g. CD/DVD ROM) into school for educational purposes only. The school will not be liable for the theft, loss or damage of these devices/media. If you suspect that your device/media may contain a virus, **DO NOT CONNECT OR LOAD IT INTO ANY COMPUTER EQUIPMENT WITHIN THE SCHOOL WITHOUT FIRST CONSULTING ICT TECHNICAL STAFF**. Students are responsible to ensure that these devices/media are checked by reputable antivirus software before bringing them into school.

- Do not install, attempt to install, or store programs of any type on the computers without permission
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources
- Do not deface or remove labels, logos or any other asset tags from PC related equipment
- Do not remove or relocate any item of equipment from its installed location (this includes mice, keyboards or any other removable device that is the property of The Robert Napier School)
- Do not use the computers for commercial purposes or for personal financial gain e.g. buying/selling goods, gambling or illegal purposes
- Do not connect portable or USB/Firewire related devices to the network or school PCs (e.g. laptops, tablet PCs, PDAs, iPods, MP3/4 players, mobile phones, etc.) without first checking that this is permissible, firstly with the supervising member of teaching staff and secondly ICT Technical Staff
- Do not use USB portable storage devices to store files that you are currently working on. Always copy files from the device to your user area and at the end of the lesson copy them back to the storage device
- Do not eat or drink in any computer area
- Do not waste paper. Printers should be used carefully. Ensure that work is fully checked before printing (see printer help guidelines in computer rooms)

## Security and Privacy

- Upon arriving at The Robert Napier School you will be issued with your own personal user account and space for educational purposes only. **Do not** disclose your account details (username/ password) to others, or use accounts intended for the use of others without the permission of the supervising member of teaching staff
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture
- Do not use the computers in a way that harasses, harms, offends or insults others
- Any activity that threatens the integrity of the school's ICT system, or activity that attacks or corrupts other systems, is forbidden
- Authorised Robert Napier School staff reserve the right to occasionally review the contents of your storage area(s)/removable media to ensure that these are being used responsibly

## Internet

- Only access the Internet for study or for school authorised/supervised activities
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws. You should not be copying large quantities of work from any source
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you
- People you contact online are not always who they seem
- Internet activity is recorded/monitored on a daily basis and technical staff may be asked to submit information on your internet history as part of a SLT headed investigation

## E-mail

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed
- Users are responsible for all E-mails sent and for contacts made that may result in E-mails being received
- Do not register your school E-mail address with mailing lists
- Anonymous messages and chain letters are not permitted
- You should not send or forward ANY E-mail to more than 1 recipient without the permission of a member of staff
- Never open attachments to E-mails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer
- The sending or receiving of E-mails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff
- E-mail communications may be requested from technical staff if deemed relevant, as part of a SLT headed investigation

## Acceptable use of Data

- The network is the property of The Robert Napier School. The data that you store on The Robert Napier School network should only be for the purpose of your education and the subjects that you are taking. Any data that is considered inappropriate and not fit for purpose will be removed without notice and if considered offensive will be forwarded to SLT for investigation
- You are assigned a set amount of space for the purpose of coursework only. Do not use this for any other purpose
- You are responsible for all the data held in your user space. You are responsible to keep an up to date backup copy of all your work. You are responsible to keep that data secure by making sure that your password remains private
- Programs (e.g. EXE files) and compressed folders/files (e.g. ZIP files) can be created for the purpose of coursework but should not be stored. These will be routinely deleted from student areas
- Music/videos ripped from CD's or downloaded from the Internet should not be stored on The Robert Napier School network unless this is required as part of your coursework. However these should only be stored in small quantities. MP3/MP4/WMA/WMV files will be routinely deleted from students' areas. Alternative file formats will be allowed with the permission of the supervising member of teaching staff
- Pictures and images should not be stored on The Robert Napier School network unless these are required as part of your coursework. However these should only be stored in small quantities. You may be requested to remove any pictures or images that are no longer required as part of your coursework. Any pictures/images that are considered offensive will be forwarded to SLT for investigation