



## Calday Grange Grammar School IT ACCEPTABLE USE POLICY

Calday Grange Grammar School (CGGS) strongly believes in the educational value of electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

- Unauthorised access to computer material (that is, a program or data).
- Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
- Unauthorised modification of computer material.

## Terms and Conditions of This Agreement

### 1. Personal Responsibility

Students will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest inappropriate language, unethical or illegal requests, racism, pornography, sexism, terrorism, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network.

### 2. Acceptable Use

The use of IT must be in support of education and research in accordance with the educational goals and objectives of CGGS. Students are personally responsible for this provision at all times when using any IT resource.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

### 3. Privileges

The use of the IT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of staff as to proper behaviour and use of the facilities. Staff will rule upon inappropriate use and may deny, revoke or suspend usage.

### 4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

**BE POLITE.** Never send or encourage others to send abusive messages. Respect the rights and beliefs of others

**USE APPROPRIATE LANGUAGE.** Remember that you are a representative of CGGS on a global public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

**PRIVACY.** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

**PASSWORD.** Do not reveal your password to anyone. If you believe someone has obtained your password, contact a member of IT Support immediately.

**ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

**REFERENCE WORK.** Cite references for any facts that you present. Do not copy other people's work and imply that it is your own (i.e plagiarism). Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications.

**DISRUPTIONS.** Do not use the network in any way that would disrupt use of the services by others.



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**5. Services**

CGGS makes no warranties of any kind whether expressed or implied, for the network service it is providing. CGGS will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the students own risk.

**6. Security**

If you identify a security problem, notify a member of IT Support at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

**7. Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

**8. Electronic Mail**

The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to inappropriate language, unethical or illegal requests, racism, pornography, sexism, terrorism, any use likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (spamming).

**9. Internet Usage**

Students are required to use the internet responsibly. If students are found to be searching for unsuitable material and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing internet safety filters in order to access unsuitable material. This includes but is not limited to the use of VPN systems.

**10. Bring Your Own Device (BYOD)**

Students choosing to connect their personal devices to CGGS-BYOD wireless network accept that they must comply with the requirements and terms of this policy.

SIGNATURES	
Student:	Name (print)
	Signature
Person with parental responsibility	