

# CMS Network Acceptable Use Policy

## Student Guidelines



The computers supplied by this school are provided and maintained for the benefit of all students, you should help ensure they continue to remain available to all. You are responsible for good behaviour with all network resources and Internet access; remember that access is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.

### Equipment

- Never install, attempt to install or store programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Personal removable media (such as USB pen drives, external Hard drives) are not permitted. Google Drive storage access provided with your child's Gmail account is recommended instead.
- Eating or drinking are not permitted in any of the three main IT suites; Room 16, Room 3 and The Block.
- Printing off work will be handled by your teacher using Pupil Shared or G-Drive Cloud.

### Security and Privacy

- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk and will result in your account being disabled.
- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never reveal your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- Computer storage areas will be treated like school lockers. Staff may review your files and Internet activity to ensure that you are using the system responsibly.

### Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Chrome browser custom background images should not be changed and remain school appropriate.
- Only access suitable material – using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Social media sites such as Facebook, Instagram are not accessible and should not be used in school under any circumstance.
- YouTube should not be accessed during school time unless provided specifically by the teacher.
- People you contact on the Internet are not always who they seem. Always ask a parent/guardian or teacher if you need any advice or are worried.

### Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is in public.
- Gmail custom user icon images should not be changed and remain school appropriate.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff.

**Please read this document carefully. Only once it has been signed and returned will access to the network and Internet be permitted. Violation to these provisions may incur denied access to the network and/or Internet and resulting in disciplinary action.** Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Countersigned  
Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_