



Dingwall Academy School ICT Network

Network Access

The network is available for use by staff and pupils alike in classrooms and other areas around the school. Highland Council policy dictates that all users must sign a “user agreement form” and abide by the rules contained in the agreement. Access to the system (including Internet and E-mail facilities) is denied unless the agreement form is completed.

Network Management and Technician Support

The school’s ICT Technician will maintain the network including FirstClass, e-mail and Internet access and undertake repair work when required. He will be responsible to the Depute Rector for the management of the system. Staff requiring maintenance or repair work undertaken should use the “Helpdesk” folder in the FirstClass system to log their fault.

Staff Access

Internet Access and E-mail User Policy

Introduction

This document highlights the main security requirements for the use of all information systems and sets out the rules for using e-mail and the Internet. E-mail includes the internal e-mail system and any access to external e-mail using the Internet or similar technology. You should be aware that there is a security policy and that the main requirements are:

- ◆ Report any breaches of security, accidental or otherwise, to a member of the SMT or to the ICT Technician.
- ◆ Do not divulge your password to anyone.
- ◆ Check any disk taken from a third party source (including the Internet or user’s home computer) for viruses via the ICT Technician or a network administrator before loading onto the computer network.
- ◆ Use only authorised and licensed software on the school network.

Acceptable and Unacceptable Usage of the Internet and E-mail

The system may not be used to send or request messages which contain material which is “trash” mail. That includes, but is not limited to, offensive, obscene or otherwise objectionable material. If you receive a piece of e-mail that you consider to be offensive, you should direct the problem to a member of the SMT.

The system may not be used to send or receive illegal material and to do so may constitute a criminal offence. Illegal material includes, but is not limited to, unlicensed software. Software piracy is theft.

Access to the World Wide Web (WWW) is provided primarily to allow people to use those pages which are relevant to their job. Private use (ie, not connected with the performance of an employee’s duties) is not prohibited but must be reasonable and should not constitute frequent use. Private use should be conducted in the individual’s own time.

When using these services, you are bound by applicable International, European, National and local laws.

Security and the Internet and E-mail

It is expected that users will take every precaution to protect the system from security breaches such as the import of computer viruses. The use of facilities such as file download from within e-mail involves an unacceptably high risk of virus attack from the imported files. Therefore, e-mail should only be used for e-mail messaging (although this may include the use of attachments). These facilities may be extended after the necessary levels of virus checking have been installed.

Unauthorised access such as, but not limited to, the disclosure of passwords, allowing other people to use your logon and password, or the attachment of external devices, eg, modems, is prohibited.

Staff who assist a user with e-mail or Internet problems are permitted to access and read files in order to assist the user involved. Users who, as part of their normal duties, are required to access other users’ Internet Services files are not permitted to keep copies of such files, forward them to, or discuss them with anyone other than the originator, the intended recipient or a network administrator. Unauthorised users must not attempt to gain access to systems they are not authorised to use, or another person’s mail files, regardless of whether the access was successful or whether or not the files contain personal information.

Privacy of E-mail

Mail on the system is not private. Appropriate users working on the instruction of the network administrator and in the performance of their duties may have access to another person’s mail files. All mail on the system is the property of the Council.

Appendix 1: See attached “Staff User Agreement Form” .



Dingwall Academy School ICT Network

Pupil Access

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

PERMISSION FORM

Dingwall Academy is pleased to offer pupils access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all pupils must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a pupil not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable pupils to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. The pupils are advised never to access, keep or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy: In order to maintain the network and ensure that pupils are using the system responsibly, network administrators may access any material which is stored on, or communicated via, the network.

Storage Capacity: Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal Copying: Pupils should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from a network administrator. Nor should pupils copy other people's work or intrude into other people's files.

Inappropriate Materials or Language: No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behaviour. A good rule to follow is never to view, send or access materials which you would not want your teachers or parents to see. Should pupils encounter such materials by accident, they should report it to their teacher immediately.

Abuse of Password: Users should not allow other users access to their mailbox by disclosing passwords. Passwords should be changed regularly and held as private information.

Essential Rules

- Do not use a computer to harm other people at their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work or files.
- Do notify an adult immediately if, by accident, you encounter materials that violate the rules of appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Appendix 2: See attached "Parents Permission Form and User Agreement".

Appendix 1

Internet Access and E-Mail

Staff User Agreement Form

The computer system you will be using is owned by the school. It is made available to staff to use as a teaching aid, to further their education and to enhance their professional activities including research, administration and management. The school's Internet access policy has been drawn up to protect all parties and should be read before signing this agreement form.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor any Internet sites visited.

All staff requesting Internet access must sign a copy of this agreement form and return it to the Rector. Access to the Internet will be denied without a signed agreement.

I have read the school's Internet Access and E-mail User Policy and agree to abide by the conditions laid out in the policy.

Full Name:

Signed: Date:

Appendix 2

PARENTAL PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a pupil at Dingwall Academy, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school.

My child may use e-mail and the Internet while at school, according to the rules outlined.

*Yes / No **

Parent Name (PRINT): _____

Parent Signature: _____

Date: _____

PARENTS' PERMISSION FOR THE PUBLICATION OF PUPIL WORK / PHOTOGRAPHS

I understand that from time-to-time the school may wish to publish examples of pupil projects, photographs and other work on an Internet accessible World Wide Web server. Where a photograph of your child appears on the Internet their identity will remain anonymous.

My child's work or photograph can be published on the Internet.

*Yes / No **

Parent Name (PRINT): _____

Parent Signature: _____

Date: _____

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Pupil Name (PRINT): _____ **Class:** _____

Pupil Signature: _____

** Delete as appropriate*