

Epsom College ICT Network Access Policy

Use of College Machines

Access to the College's ICT Network and the Internet is provided for the purposes of educational research and learning. The purpose of this policy is to provide rules for the appropriate use of the Network and the Internet. Pupils and parents should carefully read and then sign the following agreement. If a signed agreement has not been returned to the College then the pupil will not be allowed any access.

Pupil Agreement

- I understand that use of the Network and access to the Internet from Epsom College must be in support of educational research or learning, and I agree to the following:
- I will keep my password secure and will only use a network computer whilst logged on with my correct username and password.
- I will refrain from accessing any newsgroups, links, list-servers, Web Pages or other areas of cyberspace that would be considered as offensive by the College or my parents/guardians, because of pornographic, racist, violent, illegal, illicit or other content.
- I am responsible for rejecting these links if any appear inadvertently during my research.
- I shall not attempt to tamper with either any hardware or software settings on College machines, to move a machine from its designated location or connect any other machines to the College network without proper authorisation.
- I will not use valuable Internet time playing non-educational games or using 'Chat' programmes. I will not download materials that may be copyright. I will not violate copyright laws.
- I will be courteous and use appropriate language in any e-mail I may send to other users and understand that the laws of libel and copyright may apply to e-mail.
- Plagiarism is unacceptable. I will use downloaded materials in an appropriate manner in assignments, listing them in a bibliography and clearly specifying directly quoted material. I must have a clear project in mind when I ask for access to the Internet.
- I will not reveal any personal information of any type about others or myself. I will not damage any computer systems.

- I realise that my access may be monitored directly or indirectly by College staff.
- I shall use the College Internet service only for email or educational purposes. I shall not use it to purchase goods, send mobile phone text messages or to download programs.
- If I violate any of these terms I will be denied access to the Internet for a period of time determined by the College and punished accordingly. My actions may also be responsible for the denial of Internet access to innocent parties.

- **Conditions for connecting laptops to the college system**

- I shall keep my computer up to date while at home with all the latest security patches
- I shall maintain an up to date virus checker
- I shall not use the college network connection to download programs, videos or movies, music or MP3 files, Windows updates or any other files likely to use up excessive bandwidth
- I shall not run any peer to peer file sharing software, such as Kazaa
- I shall not do anything that may result in the introduction of viruses into the college system
- I shall regularly back up school work stored on my laptop.

ICT Policy Agreement

Pupil Name:

House:

As the parent/guardian of the above-named student, I hereby acknowledge that I have read the agreement on pupil use of the College ICT Network and discussed it with him/her. I understand that this access is designed for educational purposes. I recognise that, while every effort will be made to monitor pupil use of the Internet, it is impossible to continually monitor all controversial materials. I acknowledge that while questionable material exists on the Internet, a user who actively seeks it is ultimately responsible for bringing such material into College. I therefore do not hold the College responsible for any such materials acquired on the Internet.

Parent / Guardian signature: Date:

Pupil Signature: Date:

TO BE RETURNED TO THE DATABASE ADMINISTRATOR
BY MONDAY 10TH JANUARY 2006