

Macmillan
Academy

USE OF TECHNOLOGY

Computer Use

Student Internet

All internet access must be supervised (with the exception of 6th form students). This means there must be a member of staff in the room who is aware that the student is accessing the Internet. If the member of staff leaves the room then students must stop using the Internet.

Inappropriate Access to Materials

- You will not use The Macmillan Academy Network to access INTERNET material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If you mistakenly access inappropriate information on the INTERNET, you should immediately tell your teacher. This may protect you against a claim that you have intentionally violated this Policy.
- Use of the Internet for purposes other than those outlined earlier will result in the suspension of Internet access for a fixed period of time.
- You may not create or edit personal web pages without approval from a member of staff. Any content added using the Academy Internet access is accountable to the Academy and must therefore be checked and approved by a member of staff. Students are requested not to add a guestbook etc. to such sites because of their unregulated nature.

Unacceptable Uses

The following uses of the Macmillan Academy Network are considered unacceptable:

Personal Safety:

- You will not e-mail personal contact information about yourself or other people. Personal contact information includes your address, telephone, Academy address, etc.
- You will promptly disclose to your teacher or other Academy employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities:

- You will not attempt to gain unauthorised access to The Macmillan Academy Network or go beyond your authorised access. This includes attempting to log-on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

System Security:

- You are responsible for your individual user area and should take all reasonable precautions to prevent others from being able to use it. Under no conditions should you let any other student know your password.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses.
- You will not download computer programs or files from the Internet without permission from a member of staff.
- You will not try to load computer programs onto the Macmillan Academy Network or attempt to run programs that are not accessed through the Topic Selector.

Inappropriate Language

- Restrictions against inappropriate language apply to public and private file names, the content of files and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Misuse of Resources

- There are only a limited amount of computers available outside lesson times. Priority will always be given to users who need to use the computers for educational and careers purposes and you must use the Internet only for educational and career development.
- You will avoid unnecessary printing. A record of all printing is logged automatically by the Network. Students will be responsible for monitoring their printer credits using the Printer Manager program. Unnecessary printing will result in printer credits not being renewed.
- Accessing and playing games via the Internet is not allowed. A limited number of games do have some significant educational value and these listed 'games' are the only ones you are permitted to access.

Monitoring of the Network

- You should expect only limited privacy in the contents of your personal files on the Macmillan Academy Network.
- Routine maintenance and monitoring of files stored on the Macmillan Academy Network or on removable storage devices brought into the Academy may lead to discovery that you have violated this Policy or the law.
- Routine monitoring of the screens of students using the Internet may lead to discovery that you have violated this Policy or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your files.

Policy Violations

- Macmillan Academy will co-operate fully with local, or government officials in any investigation related to any illegal activities conducted through the Macmillan Academy Network.
- Misuse of the Internet or email will result in your access to these facilities being suspended. Continued misuse will result in the suspension becoming permanent.

Personal Responsibility

Students should be aware of the following:

- Your actions on the Macmillan Academy Network are logged continuously. This includes the workstation you used, how long you were logged on for and what software was used and any printing you do.
- All Web pages accessed by a workstation on the Macmillan Academy Network are logged with the date and time of access.
- Both these logs can be used to track specific actions by users or workstations at any given time.
- Details and/or printouts of any unacceptable material or Internet access will be posted home to parents/guardians and the student's access to the Macmillan Academy network suspended.

Internet Use Policy

The computer system is owned by the Academy. This Responsible Internet Use statement helps to protect students, staff and the Academy by clearly stating what use of the computer resources is acceptable and what is not.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Academy computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Any form of internet bullying will be dealt with severely.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The Academy ICT systems may not be used for private purposes, unless the Principal has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is an offence to use a computer for a purpose not permitted by the system owner.
- Any inappropriate pop-ups or websites must be reported to Helpdesk immediately.

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Discretionary Rights

Macmillan Academy reserves the right to vary the terms of this policy at any time and without prior notice. Macmillan Academy has the right to withdraw your access to the Network. Your account will be locked until any Policy discrepancy has been finalised. The decision of Macmillan Academy is final.