

# Harris Middle School

## Network, Internet & Email Acceptable Use Policy

### AIM OF THE SCHOOL

The aim of The Harris Middle School is to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where students go on to become responsible, independent members of society.

### PRINCIPLES

We believe that students and staff at The Harris Middle School have the right to work and study using the Internet and Intranet in school in a safe learning environment. Access to the Internet must be within the law.

### PURPOSES

- To enable the use of the ICT network to support, enhance and develop all aspects of the curriculum at The Harris Middle School
- To ensure that all users are able to access the internet in order to support and promote learning
- To provide all users with a secure environment in which to use the internet

### GUIDELINES

When using the network and Internet all users must comply with all copyright, libel, fraud, discrimination and obscenity laws

Users should be aware that internet access is monitored and that every site they attempt to visit is recorded and may be traced back to them

The school reserves the right to restrict or remove access to the Internet, Intranet and the network system in the event of any user misusing network and communication facilities

All users must agree to undertake to comply with the provisions of the following Acts of Parliament:

- Computer Misuse Act 1990  
[http://www.opsi.gov.uk/acts/acts1990/Ukpga\\_19900018\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1990/Ukpga_19900018_en_1.htm)
- Criminal Justice and Public Order Act 1994  
[http://www.opsi.gov.uk/acts/acts1994/Ukpga\\_19940033\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940033_en_1.htm)
- Copyright, Designs and Patents Act 1988  
[http://www.opsi.gov.uk/acts/acts1988/Ukpga\\_19880048\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm)
- Trade Marks Act 1994  
[http://www.opsi.gov.uk/acts/acts1994/Ukpga\\_19940026\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940026_en_1.htm)
- Data Protection Act 1998  
<http://www.opsi.gov.uk/acts/acts1998/19980029.htm>
- Freedom of Information Act 2000  
<http://www.opsi.gov.uk/ACTS/acts2000/20000036.htm>

*See appendix A for a summary of the main points of law.*

Copies of these documents are available from the websites above. Further advice should be obtained through the ICT Network Manager in the first instance.

## **Guidelines for students, staff and parents**

### *Filtering External Websites*

It is an absolute requirement that access to the Internet provided to staff and students in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service.

All users should be aware that the LEA can and does track and record the sites visited and the searches made on the Intranet/Internet by individual users.

Parents should be aware that with the emerging and constantly changing technologies there is no absolute guarantee that users cannot access materials that would be considered unsuitable.

If a student or member of staff is unfortunate enough to come across any offensive web pages, whilst using school equipment, they should make a note of the address and report it to an appropriate member of staff immediately. The ICT Network Manager will then take the appropriate action to block the site.

### *Online activities which are **not permitted** include:*

- Copying, saving or redistributing copyright-protected material including .mp3 and .wav files.
- Playing computer games or using interactive 'chat' sites.
- Using the network in such a way that use of the network by other users is disrupted.
- Publishing, sharing or distributing any personal information (such as: home address; email address; phone number; etc).
- Retrieving, sending, copying or displaying offensive, pornographic, obscene or racist messages or pictures.
- Using obscene or racist language, or harassing, insulting or attacking other people.
- Damaging computers, computer systems or computer networks.
- Using another user's password.
- Trespassing in another user's folders, work or files.
- The creation or transmission of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- The creation or transmission of defamatory material.
- Deliberate activities with any of the following characteristics:
  - Corrupting or destroying other users' data;
  - Disrupting the work of other users;
  - Deliberate introduction of "viruses";
- Attempting to bypass network or computer security.

*Users should:*

- Inform the ICT Network Manager or an appropriate member of staff if they believe that attempts have been made to make unacceptable use of the internet.
- Inform the ICT Network Manager or an appropriate member of staff if they discover any materials they consider may be offensive or inappropriate.
- Use only their own login and password, which they will keep secret. If a password has been compromised the student **must** inform the ICT Manager immediately to have the password changed.

**E-mail**

E-mail is currently not to be used within the school, this is under constant review

**Additional guidelines for staff**

*Supervising and Monitoring Usage*

Students should be encouraged to use the Internet and Intranet where appropriate. However student access to machines should be limited to those set aside for student use.

Network administrators review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on The Harris Middle School network to be absolutely private.

Staff are permitted to use the Internet and Intranet for their own non-school purposes during break times and before and after school provided that such use is not excessive or at the expense of work to support student learning. However during the school day it is expected that use of the Internet and Intranet by staff will be solely to support learning or school administration.

*Installing software*

Only the I.C.T. dept. Administration Staff of The Harris Middle School are allowed to install software on school computers and on the network system. In order to have any software, shareware or freeware installed, staff must sign the relevant authorisation agreement.

## **Appendix A**

### **Computer Misuse Act 1990**

This Act makes it an offence:

- To erase or amend data or programs without authority.
- To obtain unauthorised access to a computer.
- To "eavesdrop" on a computer.
- To make unauthorised use of computer time or facilities.
- To maliciously corrupt or erase data or programs.
- To deny access to authorised users.

### **Criminal Justice & Public Order Act 1994**

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, s/he:-

- Uses threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Displays any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

### **Copyright, Designs and Patents Act 1988**

This Act, together with a number of Statutory Instruments that have amended and extended it, controls copyright law. It makes it an offence to copy all, or a substantial part, which can be a quite small portion, of a copyright work.

There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for research or private study.

The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way to impugn their reputation.

Copyright covers materials in print and electronic form, and includes words, images, sound, moving images, TV broadcasts and many other media.

### **Data Protection Acts 1984 and 1998**

The 1984 Act requires that any person or organisation processing information about individuals in machine-readable form must register with the Data Protection Registrar and must abide by a number of principles.

It also gives individuals the right to inspect information held about them, to demand amendments to records if they are inaccurate, and to sue if they suffer financial damage as a result of incorrect information.

When the 1998 Act was brought fully into force in 2000 it replaced the 1984 Act. It will extend the provisions to material in manual form, and place the onus in many cases on the person or organisation handling the personal information to request permission from the individuals before using the information.

## **Appendix B**

### **Sanctions for students who misuse the computer system or the Internet or Intranet**

Action will be taken as appropriate for the offence involved including restricting access to the Internet or the school network, calling in Police to deal with certain actions and taking legal action to protect the school.