

POLICY ON ACCEPTABLE USE OF THE SCHOOL COMPUTER SYSTEMS INCLUDING MOBILE PHONES

Introduction

The Acceptable Use Policy applies to all users of the City of London School computer network and it applies to the use of any of the School-owned computers, wherever they are physically located. The policy also applies whenever data is transmitted over the School's network via a privately-owned machine, wherever the machine is physically located.

Breaches of the Acceptable Use Policy are treated very seriously. Any such breach will be investigated by the Head of ICT and Second Master, who, along with the relevant HOY, determine the appropriate sanctions. Although the school makes every effort to ensure the integrity and back-up of data on the School network, users are advised to ensure they have a second copy (backup) of all their academic data.

File Storage

All pupils have document storage areas and a CLS mailbox on the servers. In addition, Shared Work areas are available on the servers. Any files which are deliberately stored on our servers in an area contrary to its intended purpose may be deleted without notice by the Network Administrator.

Network Security

Throughout the system pupils must not:

- use someone else's username or password to gain access to the School network, nor allow someone else to use your username or password
- leave a machine logged on and unattended in a public area
- attempt to gain administrative access to the School's network
- engage in activities such as password cracking or vulnerability testing
- attempt to disrupt use by other users, e.g. by deliberately wasting
- network resources
- attempt to download compressed files (.arc .zip etc)
- attempt to download executable files. Boys are not allowed to download games or use online betting/gaming sites.

The Internet and email

The computers in the Library are to be used for academic work only. **Hotmail** or other non-school email accounts are not accessible in the Library. Boys should use school email accounts to receive homework from home. Elsewhere boys are expected to use access to electronic mail and the Internet responsibly.

Throughout the system pupils must not:

- send anonymous emails or emails purporting to come from someone else
- send or display offensive, pornographic, defamatory or menacing messages or pictures
- engage in "spamming" or bulk emailing
- copy material from a website and pass it off as your own
- violate copyright laws. The downloading and/or distribution of music or video files for which license fees and distribution rights have not been paid or agreed upon constitutes an infringement of copyright, trademark and intellectual property rights and is illegal
- store any material in your user area that was not created by you and which is not directly required for schoolwork
- use chat lines UNLESS this forms part of a lesson supervised by a member of staff
- generally harass, insult or attack others.

In line with other educational establishments, CLS uses third-party software to block websites which are illegal or which most parents would regard as inappropriate. Inevitably, not all unsuitable sites will be blocked.

Pupils must not:

- attempt to access inappropriate material such as pornographic, racist, or other offensive material.
- attempt to go on sites such as **YouTube**, **Bebo**, **My Space**, and **Facebook** including accessing at home, to post comments about existing and past members of staff or pupils. Defamatory comments will be challenged.

Moreover:

- It is the responsibility of individuals to ensure that any software installed on a privately-owned computer is properly licensed before the machine is connected to our network
- The School accepts no liability in the unlikely event that damage (hardware, software or data) is sustained to your computer as a result of its being connected to our network.

Mobile Phones

Mobile phones may be used before and after school and during morning and lunch time breaks only. They may not be used in class or when moving between classes. They must not be used in the Library at any time. Mobile phones must be switched off when not in use and kept out of sight. In particular in school, they must not:

- be used to record still or moving images or to record sound without the permission of a member of staff
- be used to send offensive messages which harass, insult or attack others
- be used to access inappropriate websites
- be used as calculators/watches in class

The following points are worth noting:

- inappropriate material, accessed off site, should not be brought into school and shared with others
- the School reserves the right to check the contents of all mobiles brought into school by boys
- boys caught using their mobiles inappropriately will have their mobiles confiscated. They will be returned by the Second Master only after a suitable period of time has elapsed.

Issues associated with 'Blogging'

Some pupils at CLS have set up their own 'Blogsites' – a sort of online, overt diary which other people can access and read. Obviously care must be exercised about what is written on such sites particularly if mention is made of the School, its pupils and staff.

In addition, boys can access websites such as **YouTube, Bebo, My Space** and **Facebook**. These are the names of four well known and popular websites which reside on the Internet.

The School and parents should be concerned regarding the content of these websites: some of it is harmless; a lot is cruel and cutting. The sites are **not** rigorously censored in terms of content, e.g. on **YouTube**, there are photos and video clips that can encourage "cyber bullying". Some others are even putting films showing the whole of the execution of Saddam Hussein or other totally inappropriate video material which can be accessed freely. The other three sites allow "members" to write about themselves and other people. Not all of it is nice.

Some of the content on these sites can be viewed immediately, although for access to some of the material you will have to register your details on the site. **My Space** asks you to sign up immediately and **Bebo** lets you see some of the material but, again, expects you to join and become a Beboer.

Access to these sites is very easy, and should be a cause for concern to both the School and parents of boys at CLS. Some boys may already be members on some of these sites, not only reading, but contributing to them, creating their own material, i.e. films, pictures or text. This means they have access to material that is considered unsavoury and because it is accessed solely by user identification and a password, it is their choice who views it and whom they choose to pass it to.

Some of the material on these sites is inappropriate and could be defamatory or hurtful to staff and boys (past and present) at CLS, or any other school. If inappropriate material could be identified as originating from current CLS boys then those identified would be deemed to have broken our values code and to have brought the School into disrepute. Appropriate sanctions will, consequently, apply.

Access to these sites, from the School's internet service, has been blocked for some time. They cannot either read or write to them from the school's PCs. This does not, however, solve the problem. A boy could be accessing the sites from a home PC or from a friend, or directly from their own mobile phone.

Parents are encouraged to visit one or more of the sites and see for themselves what material is available. For home PCs, suitable software programmes are available that will monitor and, if necessary, ban access to these and other sites. Suitable "content watch" software can easily be found with an internet search.

For more information about such software, please contact Mrs Susy Ralph, Head of ICT (slr@clsb.org.uk)

The site addresses are:

<http://www.myspace.com/>

<http://www.youtube.com/>

<http://www.bebo.com/>

and

<http://www.facebook.com.>

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