

Acceptable Use Policy

The Meden School are proud to be able to offer users high quality ICT facilities. With ICT growing everyday it has come to a stage where an 'Acceptable Use Policy' has to be in place to prevent improper use of the facilities. To qualify to use the school's ICT system, users must agree to the terms and conditions of the 'Acceptable Use Policy'.

The Staff at The Meden School strongly believes in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences to users using this information service, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. Listed below are the provisions of this agreement. If any user violates these provisions, access to specific or all ICT privileges will be denied and the user will be subject to disciplinary action.

Terms and Conditions of This Agreement.

1. Personal Responsibility

As a representative of the school, users will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of The Meden School. Users are personally responsible for this provision at all times when using the electronic information service.

- Use of other networks or computing resources must comply with the rules appropriate to that network.
- Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to:
 - copyrighted material
 - threatening or obscene material
 - material protected by trade laws.
- Use of commercial activities by for-profit organisations is generally not acceptable.

3. Privileges

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. Students with access to the Internet will participate in a discussion with a member of the school staff as to proper behaviour and use of the facilities. The Meden School staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- **BE POLITE** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other users.
- **PASSWORD** Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of the ICT Team immediately.
- **ELECTRONIC MAIL** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- **DISRUPTIONS** Do not use the network in any way that would disrupt use of the services by others.
- **OTHER CONSIDERATIONS:**
 - Be brief. Few people will bother to read a long message. Proof read your message to ensure that it is error free and easy to understand.
 - Remember that humour and satire are very often misinterpreted.
 - Cite references for any facts that you present.
 - Respect the rights and beliefs of others.

5. Services

The Meden School makes no warranties of any kind whether expressed or implied, for the network service it is providing. The Meden School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. The Meden School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a member of the ICT team at once. Never demonstrate the problem to another user. All use of the system must be under your own username and password unless specifically directed by a member of staff. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data

of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Online Ordering systems

One of the many facilities available via the Internet is the ability to order goods and services whilst on line. This technology is still undergoing development and several questions have been raised with regard to the issue of security of online credit card ordering etc. Because of the security and other ethical issues attached to this facility, The Meden School has a moral responsibility in this area. It is therefore strictly forbidden for students or personnel to use the Internet for ordering goods or services regardless of their nature. In addition it is also forbidden for students to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

9. Electronic Mail

Users are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

10. Chat Services

Users are not permitted to use the chat services available on the Internet.

The Meden School reserves the right to alter the terms and conditions of the Acceptable Use Policy at any time.