



ORMISTON  
SIX VILLAGES  
ACADEMY



# COMPUTER NETWORK CONTRACT

Approved by the Principal: March 2022  
Date of next review: March 2023

# Ormiston Six Villages Academy

## Computer Network Contract

### Policy version control

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## Introduction

Ormiston Six Villages Academy has a computer network with Internet access and E-mail facilities. The facilities bring many benefits and opportunities to the students but are also open to misuse. The purpose of this document is to outline the advantages and disadvantages of the system, to request parental permission for students to use the facilities and parental support for any action taken by the Academy if the privilege is abused.

Each student is allocated a user name and password for the network and Email. Each student has Internet access and an e-mail address. They are able to log onto any computer on the network and access their work and a range of software. They are able to save their work in their own area and to print their work.

## Our Responsibilities

We will provide guidance in the use of the network facilities including the Internet and e-mail and will endeavour to ensure that the privacy of students is not infringed. It is our responsibility to take all reasonable and appropriate measures to minimise the possible risks and to act on any report of misuse or abuse of any aspect of the computer systems.

Students using the Internet in the Academy will be supervised appropriately. We operate robust filtering systems designed to restrict access to materials appropriate to the age of the students as well as a safeguarding monitoring system (Securus).

## Your Responsibilities

We believe that Internet access is an entitlement for members of the Academy community who show a responsible and mature approach. Access to the network, including use of the Internet and e-mail, carries with it a requirement for responsible use. Users are responsible for their behaviour, and we ask users to agree not to abuse or attempt to abuse the privilege of access. As a general rule student should not access, keep or send anything that they would not want their parents or teachers to see.

- There should be no tampering with the equipment. Any problems should be reported to the IT team.
- Students should follow the instructions of their teacher and use the facilities in an appropriate way.
- Any attempt to access inappropriate material on the Internet or gain unauthorised access to the academy or external networks is forbidden. Users who have inadvertently accessed inappropriate materials or discovered unsuitable sites must report to their teacher or to the IT team, so that appropriate action can be taken. Students are taught to be critical when viewing on-line materials and to discriminate between fact and opinion.
- Infringement of copyright, for both computer software and information accessed on the Internet or through e-mail, is forbidden.
- There should be no inappropriate use of the network files or media used on the Academy system. Files may be examined by the IT team and improper use will be reported.
- Inappropriate or offensive use of e-mail is not allowed. Users are reminded that electronic bullying will not be tolerated and will face the same sanctions as any other form of bullying. Students must report the receipt of unsolicited mail from outside the Academy community or of material that makes them feel uncomfortable. The use of inappropriate language is monitored and will be reported to appropriate member of staff.
- Network and e-mail usernames may only be used by the owner who will be held responsible for their use. Passwords should be kept secure. Students are not allowed to use or attempt to use someone else's usernames, or to try to discover their passwords.
- It is every user's responsibility not to divulge personal details, either their own or those of other members of the academy community. The students will be made aware that the writer of an e-mail may not be the person claimed. They will be reminded why it is important to be careful when communicating by e-mail to users outside the Academy community. The forwarding of chain letters and the use of chat rooms is forbidden.
- Users are reminded to be sensible about downloading large amounts of data. Large files, which do not appear to be part of any coursework assignment, may be deleted to recover disk space.
- Parents are asked to support the school in upholding the principles of this policy.

## Sanctions

The right to use any of the computer equipment or facilities may be taken away, if any of the agreements are broken. Incidents of misuse or abuse of the computer systems, including equipment, software, e-mail facilities, and Internet access will be referred to the Network Manager and may be reported to parents. Appropriate sanctions will be applied and may result in loss of access to e-mail or Internet facilities, and may extend to loss of access to any of the computer equipment.

Please note that the use of computer equipment is regulated by three Acts of Parliament: The Data Protection Act 2018, the Copyright, Designs and Patents Act 1988, and the Computer Misuse Act 1990. These and several other acts which identify a number of prohibited actions relating to the use of computers and possession of certain types of unsuitable material which, if proven in a court of law, may lead the perpetrator to a fine or imprisonment or both, or a suit for damages in the civil courts. In addition to these acts, the use of computer software may also be subject to the terms of licence agreements in which Ormiston Six Villages Academy has entered and which are enforceable by the licensor in the civil courts.

## The Academy website

Photographs of students appearing on the Academy web-site will not include the students' full names, and will only appear if correct permissions have been given using the Photography and video parent/carer information and consent form available on the academy website.

## Social networking

We use the following social networking sites.

Please do visit and 'like' us at [www.facebook.com/ormistonsixvillagesacademy](http://www.facebook.com/ormistonsixvillagesacademy) and follow us on Twitter on our main account - @O\_SVA and Instagram [ormistonsixvillagesacademy](https://www.instagram.com/ormistonsixvillagesacademy) to get news and reminders as well as an idea of some of the amazing things our students are doing in the daily life at the Academy.

Any important notices, announcements and news will continue to be posted on the Academy's website, and/or sent home by email or letter.

Whilst encouraging parents/carers and older students to use our social networking pages as an information source, please note that students under the age of 13 should not be using these facilities, in accordance with the sites' own guidance.

It goes without saying that our Facebook security settings are maximised and the page will be moderated closely to ensure that inappropriate posts are removed. The vast majority of people who use social networking show respect in their communication with others and this is something we must encourage to show the students within our community that we are all positive 'digital role models'.

The page is not set up to receive direct messages. Please continue to direct any queries through the Academy switchboard on 01243 546800, by emailing [osva\\_office@ormistonsixvillages.org.uk](mailto:osva_office@ormistonsixvillages.org.uk) or by visiting reception during school hours.

If at any time during your child's time at the Academy, you wish to make a complaint, then you are advised to follow the Academy's complaints procedure. The complaints policy can be found on the academy's website. We recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the Academy.

### Further Information for Parents:

BBC Webwise – a short online course: Keeping Safe Online

<http://www.bbc.co.uk/webwise/accredited-courses/level-one/keeping-safe-online>

<http://www.safetynetkids.org.uk/>

[www.getsafeonline.org](http://www.getsafeonline.org)

[www.thinkuknow.co.uk/parents/](http://www.thinkuknow.co.uk/parents/)

<https://www.ceop.police.uk/safety-centre>

## Computer Network Contract for Students

Student's Name: \_\_\_\_\_

Tutor Group \_\_\_\_\_

1. I will only use the network with permission from a member of staff and use the facilities for an agreed purpose.
2. I will not attempt to gain unauthorised access to the Ormiston Six Villages Academy network or to any other computer system found on the Internet either at the Academy or with remote access.
3. I will not attempt to log on using another person's username and password with or without their permission. I will not attempt to access another person's files.
4. I will not disclose any login name, username or password I have been given, to anyone else.
5. I will not violate copyright laws by taking information from the Internet and passing it off as my own work.
6. I will not visit websites that contain unsuitable material. If I find a site that is unsuitable, I will report it to a member of staff.
7. I will not disclose personal addresses, telephone numbers of myself or any person, in emails or in my use of the Internet.
8. I will not use or attempt to use chat rooms.
9. I will not send or display offensive messages or pictures.
10. I will not use any computer network site to harass, insult or attack others.
11. I will not "hack" into other's folders, work or files for any reason.
12. I will not intentionally waste limited resources, including printer ink and paper.
13. I will only copy pictures or text into my area on the network. I will not download any other type of file, (for example software, games, screen savers etc.)
14. I will not display any images of, or name any member of staff without their consent.
15. I will not damage computers, computer systems or computer networks.
16. I will report any misuse of the system immediately to a member of staff.

### Sanctions

Violations of the above rules will result in a temporary or permanent ban on email, internet or computer use. Incidents of misuse or abuse of the computer systems, including equipment, software, e-mail facilities, and Internet access will be referred to the Network Manager/Director of Learning and may be reported to parents. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, police or local authorities may be involved. If necessary, external agencies such as social networking or email providers may be contacted and informed. Appropriate sanctions will be applied and may result in loss of access to e-mail or Internet facilities, and may extend to loss of access to any of the computer equipment.

### Student

I understand that my parents may be informed if I misuse the Internet. I have read the policy and agree to follow it.

I understand that the Academy may check my computer files and may monitor the Internet sites I visit.

If I do not understand part of the policy and how it applies to me, I will ask a teacher or IT staff for help.

\_\_\_\_\_ Signature of Student      Date: \_\_\_\_\_

### Parent/Carer

I have read and understood this policy.

I give permission for my son/daughter to use the Internet at school.

I understand that if he/she fails to follow this policy, sanctions will apply, (see above.)

\_\_\_\_\_ Signature of Parent/Carer      Date: \_\_\_\_\_