



Scope

This policy is applicable to the whole college.

Policy statement

The computer network, consisting of hardware and software, is owned by Queen's College, Taunton. It is made available to students to further their education. Maintenance of the integrity of the system and its proper use are essential for the benefit of the College and pupils. To that end, you are required to abide by the statement of acceptable use which outlines the broad principles of the College's policy and the associated specific rules, at all times and from whatever location you access the College system.

The College reserves the right to prevent the abuse of the system, and to prevent material considered by the College to be unsuitable (including but not limited to pornography, copyrighted music, abusive e-mails and chain letters) from being downloaded, received or sent, by monitoring any Internet site visited by a pupil, and when appropriate monitoring e-mails sent and received.

Acceptable Use Policy and College Rules

- You must access the system only via your authorised account, using your user name and password.
- You must keep your account, user name and password secret. Do not give either of them to anyone other than a member of staff who has the right and the need to know them.
- You must not access other people's files or work.
- You must not use, or attempt to use, any software or websites that enable avoidance of this Acceptable Use Policy. These include unblock proxy sites, anonymous proxies, or anonymizing software of any kind.
- Any activity which threatens to attack, corrupt or damage the integrity of the College system, or any other systems, is strictly forbidden. In particular you must not download *any* software; not only may this threaten the College system but it may also be illegal.
- You are not allowed to play computer games unless they have been authorised by the College, and you have been told by a member of teaching staff that you may play them.
- You are responsible for the e-mails you send and for contacts you make that may result in e-mail(s) being received. There can be serious dangers in entering into e-mail correspondence with people you do not know. For your safety, you may only e-mail people you know or people who your teacher has approved. Never give your home address, or telephone number, or arrange to meet someone, unless your parents have given their permission.
- You are not to send or access personal e-mails, or to access messenger programs during lesson times, unless directed to by a member of the teaching staff.
- You are not permitted to access Chat Rooms or Newsgroups.
- Except for Sixth Formers, you are not permitted to access social networking sites during the school day.
- You must not post anonymous messages or forward chain letters.
- You are not to attempt to access and/or purposely access sites containing material which would be regarded by the College as being unsuitable. "Research" will not be accepted as justification for visiting any site that might put the College's reputation or integrity in jeopardy.
- Internet activity should be relevant to your academic studies, but private interests may be followed where these cause no difficulties for other users and do not compromise College use during lesson times.
- You must respect third party copyright on any material you wish to use, including photographs. It is imperative that you provide a citation for all non-original materials that you copy or use.
- You must not download or store copyrighted materials, such as music or videos on the College system
- All messages which you send are to be polite and sensible and are to use the same language and content as you would use in a letter or other printed media. You must not send anything which is likely to cause offence to the recipient.
- To help protect other pupils and yourself, you must report anything that you are unhappy with, or if you receive messages that you do not like.



Education Policies

Pupil ICT policy

- A pupil breaking any of these rules or the spirit of acceptable use should expect to have their right to use the system suspended in addition to any other sanctions which may be imposed in accordance with the College's disciplinary policy.

I.....(printed first name and surname) have read the "Acceptable Use Policy and College Rules" above and agree to abide by them. I accept that failure to do so will make me liable to loss of access to computers on College property and that I may have to face disciplinary sanctions, in line with the school's rules.

Signed :

Date :

Document control

Revision number	2.0	Written by	Network Manager
Last approved by the Board of Governors	25 November 2010		
Date for next review	March 2011		

QC-STUDENT - WIRELESS SERVICE AGREEMENT

Introduction

This agreement exists between Queen's College, Taunton and the student named overleaf, to allow the student to use their own personal computer to access the internet using the Queen's College supplied Wireless Access Service, **QC-Student**.

The **QC-Student** service will be made available to registered students during term-time, between the hours of 07:00 & 23:00. The service is password protected, requiring a "Network Key" to access the wireless system, and your usual Queen's College username & password to access the internet. The Network Key will be changed at regular intervals – as a registered user of the system, you will be informed of the changes.

On signing this agreement, you will be supplied with the Network Key, or have it entered into your computer's connection settings. Any passwords or keys you are given must be kept secret.

You are strongly advised to read this agreement in full before signing it overleaf.

The computer network, consisting of hardware and software, is owned by Queen's College, Taunton. It is made available to students to further their education. Maintenance of the integrity of the system and its proper use are essential for the benefit of the College and pupils. To that end, you are required to abide by the statement of acceptable use which outlines the broad principles of the College's policy and the associated specific rules, at all times and from whatever location you access the College system.

The College reserves the right to prevent the abuse of the system, and to prevent material considered by the College to be unsuitable (including but not limited to pornography, copyrighted music, abusive e-mails and chain letters) from being downloaded, received or sent, by monitoring any Internet site visited by a pupil, and when appropriate monitoring e-mails sent and received.

Acceptable Use Policy and College Rules

- You must access the system only via your authorised account, using your user name and password.
- You must keep your account, user name and password secret. Do not give either of them to anyone other than a member of staff who has the right and the need to know them.
- You must not access other people's files or work.
- You must not use, or attempt to use, any software or websites that enable avoidance of this Acceptable Use Policy. These include unblock proxy sites, anonymous proxies, or anonymizing software of any kind.
- Any activity which threatens to attack, corrupt or damage the integrity of the College system, or any other systems, is strictly forbidden.
- You are responsible for the e-mails you send and for contacts you make that may result in e-mail(s) being received. There can be serious dangers in entering into e-mail correspondence with people you do not know. For your safety, you may only e-mail people you know or people who your teacher has approved. Never give your home address, or telephone number, or arrange to meet someone, unless your parents have given their permission.

QC-STUDENT - WIRELESS SERVICE AGREEMENT

- You are not to send or access personal e-mails, or to access messenger programs during lesson times, unless directed to by a member of the teaching staff.
- You are not permitted to access Chat Rooms or Newsgroups.
- You must not post anonymous messages or forward chain letters.
- You are not to attempt to access and/or purposely access sites containing material which would be regarded by the College as being unsuitable. "Research" will not be accepted as justification for visiting any site that might put the College's reputation or integrity in jeopardy.
- Internet activity should be relevant to your academic studies, but private interests may be followed where these cause no difficulties for other users and do not compromise College use during lesson times.
- You must respect third party copyright on any material you wish to use, including photographs. It is imperative that you provide a citation for all non-original materials that you copy or use.
- You must not download or store copyrighted materials, such as music or videos on the College system.
- Use of Peer-to-Peer (P2P) file-sharing software such as Shareaza, Azureus, Limewire, Bit-torrent, Kazaa, Gnutella, e-Donkey, G2, Fastrack **or similar** is forbidden – you must remove it from your computer before connecting to **QC-Student**.
- All messages which you send are to be polite and sensible and are to use the same language and content as you would use in a letter or other printed media. You must not send anything which is likely to cause offence to the recipient.
- To help protect other pupils and yourself, you must report anything that you are unhappy with, or if you receive messages that you do not like.
- A pupil breaking any of these rules or the spirit of acceptable use should expect to have their right to use the system suspended in addition to any other sanctions which may be imposed in accordance with the College's disciplinary policy.

In addition to all of the above, you are strongly advised to make sure that your Personal Computer has up-to-date Antivirus software installed and activated, and that all applicable operating system patches are installed as soon as possible.

"I,(name) agree to the above terms & conditions, and agree to abide by the Acceptable Use Policy and College Rules stipulated by Queen's College. I accept that failure to do so will result in my access to the **QC-Student** service being rescinded, and that I may have to face disciplinary sanctions, in line with the school's rules."

Signed :

Date :