Information Systems: Summary Acceptable Use Policy for Staff and Pupils

Computing Facilities

Users are encouraged to make use of the College's computing facilities for educational purposes. All users are expected to act responsibly and to show consideration to others.

Users can access internal systems from outside the school via the users' website at https://remote.epsomcollege.org.uk/

This summary policy should be read in conjunction with the Staff ICT Acceptable Use Policy or the Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment

Use of Technology

Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, and USB media, should be used responsibly and in accordance with the relevant Staff of Pupil IT policies, even when not used with school equipment.

Account Security

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Passwords must be complex; we recommend that they are a minimum of 8 characters, and should include uppercase and lowercase letters, numbers or punctuation marks. Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

Use of Facilities

It is not acceptable to:
• Attempt to download, store or install software to school computers;
• Attempt to introduce a virus or malicious code to the network;
• Attempt to bypass network or system security, including, but not limited to, VPN or Proxies designed to bypass web filtering and/or provide anonymous access to internet.;
• Attempt to access another user's account;
• Attempt to gain access to an unauthorised area or system;
• Attempt to use any form of hacking/cracking software or system;
• Use any device that acts as a Wireless Access Point (WAP), bridge or router;
• Connect any device to College network in a way other than through the designated WiFi (STUDENT, TEACHER, ADMIN or GUEST);
• Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute;
• To view, post upload or download any terrorist or extremist material;
• Engage in activities that waste technical support time and resources.

Internet Access

- The College's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.
- The use of public chat facilities is not permitted;
- Users should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards;
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

Email

Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

- Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use;
- If a user receives an email from an unknown person or that is offensive or upsetting, the relevant Housemaster/mistress or the Second Master should be contacted. Do not delete the email in question until the matter has been investigated;
- SPAM email received should be forwarded to ITservices@epsomcollege.org.uk;
- Sending or forwarding chain emails is not acceptable;
- Sending or forwarding emails to a large number of recipients is acceptable only for a good reason. A pupil should consult with a member of staff before doing so, and a member of staff should check with their Head of Department before doing so;
- Do not open attachments from senders you do not recognise, or that look suspicious;
- Users should periodically delete unwanted sent and received emails;

Instant Messaging/Social Networking

The use of Instant Messaging (IM), and some social networking (SN) sites is allowed.

- Pupils are not allowed to use IM/SN facilities during lessons, unless the teacher for that lesson has permitted its use;
- If a user receives a message from an unknown person, or which is offensive or upsetting, the relevant Housemaster/mistress or the Second Master should be contacted. Copy and save the message or use the IM archive feature to save the message until the matter has been investigated;
- Only communicate with people on your Contact List;
- Do not accept requests to join your contact list from people you do not already know;
- Never accept files or downloads from people you do not know, or that looks suspicious;

- Do not use a screen-name that is offensive, or gives away additional personal information;
- Do not add unnecessary personal information to your profile or account details;
- Do not add or allow your profile, screen-name or contact information to be shown in online public directories;
- The use of video and voice facilities within IM/SN is not permitted unless being supervised by a teacher.

Privately Owned Computers

Personal laptops and desktops are allowed to be connected to the school network. They are subject to the relevant Pupil or Staff IT Policy.

Privacy and Personal Protection

- Users must, at all times, respect the privacy of others;
- Users should not forward private data without permission from the author;
- Users should not supply personal information about themselves or others via the web, email or IM/SN;
- Users must not attempt to arrange meetings with anyone met via the web, email or IM/SN;
- Users should realise that the College has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the College's IT policies or other College policies or guidelines are not being followed.

Disciplinary Procedures and Sanctions

Those who misuse the computer facilities and breach the relevant pupil or staff IT policy will be subject to disciplinary procedures.

Support

If you have any questions, comments or requests with regards to the systems in place, please do not hesitate to contact a member of the IT Department.

Faulty equipment should be reported to the IT department in person, via the helpdesk (Click Here), by sending an email to ITservices@epsomcollege.org.uk or calling internal extension 1159.

Users should not attempt to repair College owned equipment themselves.