

THE ACCEPTABLE USE OF COMPUTERS AT TONBRIDGE

Any large computer network is a highly complex system requiring a considerable amount of maintenance. The points below are designed to ensure that the network is always available and working at the appropriate times. All users of the network (whether using school computers or personal laptops) are expected to use their common sense, the more general school rules and the law of the land, and must realize that a network with up to a thousand clients has to have more restrictions than a home PC.

SYSTEM SECURITY: You are responsible for your individual account and must never allow anyone else to use it, even if you are present. You should never divulge your password to another person and you should change it at least once per term.

UNAUTHORIZED ACTIVITIES: You should not attempt to go beyond your authorized access. This includes attempting to log in through another person's account, sending e-mails while masquerading as another person, or accessing another person's files in their directory. You must not make deliberate attempts to disrupt the computer system or destroy data.

SOCIAL NETWORKING SITES: You must not post personal information about yourself to sites such as YouTube, MySpace and Facebook if such information would allow others find out details of where you live. Such sites, used sensibly, can provide genuine opportunities for keeping up with friends, but you must be aware that not everyone is necessarily what they say they are. You must not use such sites to impersonate others, nor to participate in any form of "cyber-bullying". You must not post anything on such sites which identifies the school with unacceptable opinions or activities, or which would bring the school into disrepute.

E-MAIL: You must not use indecent, obscene, offensive, or threatening language. You must not engage in personal, prejudicial, or discriminatory attacks. You should respect the privacy of any message sent to you and not re-send it to others without permission.

INTERNET ACCESS: You must not use computers at school to access material that is profane, sexually explicit or obscene, that advocates illegal acts, violence, or discrimination towards other people. If you mistakenly access inappropriate information, you should immediately tell your housemaster or another teacher. This will protect you against the accusation that you have intentionally accessed this material. You must not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. You must respect copyright. You must not use the internet to download illegal software or, for example, pirated music or images.

LAPTOPS: The rules that apply to school computers also apply to boys' laptops when brought to school. You should ensure that any unsuitable material (as defined in the previous paragraph) on the laptop is deleted before bringing it to school. You must not allow other boys access to your laptop. You must not use technologies such as 3G and wireless to gain unfiltered web access. If there is a suspicion that you have broken these rules, your housemaster or a system administrator may remove your laptop without warning, prior to an investigation.

RESPECTING RESOURCE LIMITS: You must not download or save large files unless absolutely necessary as this restricts others' use of the network. You should check your school e-mail frequently and delete unwanted messages promptly.

PRIVACY: You should expect only limited privacy in the contents of your personal files on

the school system or on your laptop if used to connect to the system. The system administrators, your housemaster, and your parents or guardians have the right at any time to require access to your school directory or laptop. As a general rule, do not store anything which you would feel uncomfortable justifying in front of any member of staff or your parents.

SANCTIONS: When you are using the school's system, you may think that it is easy to break the rules below without the risk of detection. You should realise that whenever you use a network you leave an electronic trace that can subsequently be followed. Depending on the severity of the offence, one or more of the following sanctions may be applied if a pupil is found to have broken any of the above rules:

- A formal warning.
- Suspension of his internet access.
- Suspension of his computer system account.
- Laptop confiscation
- Debarment from use of the school computer rooms.
- Formal school detentions
- Temporary or permanent suspension from school