

## ACCEPTABLE USE OF COMPUTERS

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:** Boys are responsible for their individual account and must never allow anyone else to use it, even when they are present. Passwords should never be divulged to another person. Passwords should be changed at least once per term.

**UNAUTHORIZED ACTIVITIES:** Boys should not attempt to go beyond their 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. No-one must make deliberate attempts to disrupt the computer system or destroy data.

**SOCIAL NETWORKING SITES:** Boys must not post personal information to sites such as YouTube, MySpace and Facebook if such information would allow others find out details of where a person lives. Such sites, used sensibly, can provide genuine opportunities for keeping up with friends, but everyone must be aware that other users may not necessarily be who they say they are. No-one must use such sites to impersonate others, nor to participate in any form of "cyber-bullying". Nothing must be posted on such sites which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute.

**E-MAIL:** No indecent, obscene, offensive, or threatening language must be used, nor should anyone engage in personal, prejudicial, or discriminatory attacks. At all times, privacy should be respected concerning any messages sent and no messages should be re-sent or forwarded to others without permission.

**INTERNET ACCESS:** The computers at School must not be used to access material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people. If inappropriate information is mistakenly accessed, the housemaster or another teacher should be informed immediately. This action will protect boys against the accusation that the material was intentionally accessed. Boys must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. Copyright must be respected. The internet must not be used 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. Boys should ensure that any unsuitable material (as defined in the previous paragraph) on the laptop is deleted before bringing it to School. Boys must not be allowed access to each other's laptop. Technologies such as 3G and wireless should not be used to gain unfiltered web access. If there is a suspicion that a boy has broken these rules, the housemaster or system administrator may remove the boy's laptop without warning, prior to an investigation taking place.

**RESPECTING RESOURCE LIMITS:** Large files should not be downloaded or saved unless absolutely necessary as this can restrict others' use of the network. E-mail should be checked frequently and any unwanted messages deleted promptly.

**PRIVACY:** Boys should expect only limited privacy in the contents of their personal files on the school system or on their laptop if used to connect to the system. The system administrators, the housemaster, and parents or guardians have the right at any time to require access to a boy's School directory or laptop. As a general rule, boys should not store anything which they would feel uncomfortable justifying in front of any member of staff or their parents.

**SANCTIONS:** When using the school's system, boys may think that it is easy to break the rules below without the risk of detection. However, whenever the network is used, an electronic trace is left that can subsequently be followed. Depending on the severity of the offence, one or more of the following sanctions may be applied if a boy is found to have broken any of the above rules:

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