

**Responsible User policy, for college computer network, internet, e-mail facilities, and agreed mobile devices.**

**Guidelines for pupils and staff.**

The college computer network provides pupils and staff with access to the College's network, the internet, and e-mail, in order to enhance learning and development. Online safety policy and procedures, together with the expectation that users will follow the guidelines below, are in place to minimise potential harm from use of this technology.

Pupils may only use the College computer network and any mobile devices, whether College or privately owned, under the supervision of a member of staff. Computer, internet/e-mail or other use during lessons **must** be appropriate to the pupil's education.

Privately owned devices remain the responsibility of the owner, and are not covered by the College's insurance policy. College-owned devices are covered by College's insurance whilst on site or in the user's home, but not otherwise. Responsibility for replacement of a lost or stolen College device, not covered by insurance, lies with the borrower.

Users must not visit internet sites, make, store, post, download, upload, share material, images, or any comments that contain or are connected with pornography, promoting any discrimination, religious or racial hatred, obscene language, illegal acts, or any other content which may be offensive to an individual or group. 'Sexting' and 'Cyberbullying' are not allowed and would result in further action.

It is an offence to obtain a password and then use it to access material or services without the consent of the owner. Sharing other confidential information (e.g. personal, financial), databases, computer/database access codes, business relationships and trespassing in others' folders, work or files is not allowed.

Users must not upload, download, or otherwise transmit commercial software (e.g. games, audio or video files, or other applications, including shareware or freeware,) without permission to do so, and must not violate any copyright laws. Private use of the facilities is not allowed.

E-mail should be written carefully and politely, and is best regarded as potentially public. Anonymous mail and chain letters are not to be sent.

**Pupils receiving offensive or distressing emails must immediately report this to a member of staff.**

The use of social media in school is not permitted.

**If inappropriate material is accessed accidentally, users must immediately report this to either the Senior Management Team, the IT Support Manager, or, in the case of a pupil, the supervising member of staff.**

It is an offence to make any unauthorised modification to any computer, data or settings, cause damage or intentionally interfere with the normal operation of the College network.

The College reserves the right to monitor the use of its computer network, including that of web-sites, files, folders and if necessary, interception of e-mails. The IT Support Manager or a member of staff has the authority to check all mobile and removable devices to see whether users are complying with College guidelines and policies. Failure to comply or evidence of misuse may result in the loss of permitted access to the College network, involve a pupil's parents/carers, and dependent on the seriousness of the breach, be reported to relevant outside bodies for further action.

**You are reminded that you are always subject to the Data Protection Act 1998, Computer Misuse Act 1990, and Copyright, Designs and Patents Act 1988.**

**This policy should be read in conjunction with the Wyvern College Online Safety Policy.**

