

## **LAPTOP/NETWORK ACCEPTABLE USE POLICY (AUP) - STUDENT**

The laptop computer forms part of each student's educational equipment and we believe that it is as vital to the learning process as the use of exercise books, textbooks, file folders and reference material.

With this premise firmly in mind, we believe that each student has a responsibility to ensure that this essential learning tool is always available and that it is always in good order. We appreciate that faults do arise and that service delays can be frustrating. We know from experience gained since the beginning of the ICT initiative, however, that many of the faults and frustrations can be avoided if each laptop owner abides by a clear set of procedures and policies.

**The school appreciates that ownership of an individual machine allows for individual styles of use. The student laptop purchased as part of our curriculum initiative is nonetheless required for educational rather than recreational purposes and thus it is that we require that students abide by the policies expressed in this document.**

There follows a clearly enunciated **Acceptable Use Policy**.

We would ask that both parents and students read this document carefully and that individual users abide by the advice, the restrictions, the requirements and the sanctions expressed here.

### **GENERAL :**

- The school requires that all laptops have an acceptable level of functionality. If, in the opinion of the school, a student machine has been adversely affected as a result of personalisation, by the loading of inappropriate software or if inappropriate material has been stored on the hard drive, the school reserves the right to return the machine to its original factory state (GHOSTING). Such a procedure will result in the irretrievable loss of all information stored on the hard drive. Students are **STRONGLY** advised to ensure that work is saved to the network or to floppy drive/ zip drive on a regular basis.
- Laptops should be kept on a flat surface when powered up and should be properly shut down before closing the lid.
- Failure to shut down when closing the lid will cause the laptop to overheat and become damaged.
- The laptop should not be moved while powered up. The laptop hard drives are extremely delicate and any movement could cause failure.
- Under no circumstances should students walk around with their laptops on and screens open!

### **COMPUTER GAMES:**

**The school strongly recommends that games not be loaded onto student laptops.**

Such programmes use large amounts of memory and the installation of games can cause significant protection errors that interfere with the correct function of the machine. Laptops which have games loaded run much more slowly than those that do not and this adversely affects performance in the classroom.

**The installation of games compromises the use of the laptop as a learning resource.**

Students are not permitted to store/install games on the school network or on any other school-owned computer. Likewise, students are not permitted to play games across the school network. This greatly increases network traffic and adversely affects other network users.

### **LAPTOP 'PERSONALISATION' & SOFTWARE INSTALLATION:**

**The School strongly recommends that students refrain from excessive, unnecessary laptop personalization and software installation.** The addition of such material interferes with the efficient operation of the machine and is therefore affecting the efficacy of the use of the machine as an educational resource. In the event that a student machine is found to be adversely

affected by personalization and software installation, the school will require that the machine be cleared to restore its functionality. In the event that students fail to comply with this request, a student machine would be 'ghosted' (returned to initial factory state).

#### **CHATTING PROGRAMS:**

The use of 'chat programmes' is forbidden. Use of such programmes within the school will be blocked.

#### **MUSIC:**

Your laptop is for educational use and not for recreation. You may not use it for the playing of music CD's whilst in school unless such use is required for teaching/learning purposes.

**POWER ISSUES:** Students are responsible for charging their laptops at home each night. Power outlets are provided in the classrooms in the event that a laptop's battery power becomes depleted. Students are urged to label their power cords and bricks. Particular care should be taken in the storage of these items. Wires wrapped too tightly can cause kinks and will result in a failed power brick. Please note that spare power cords and power bricks are NOT available for loan from the Help Desk.

**CARRYING/STORAGE:** Students who purchase laptops through the school are provided with an adequate carrying case. Laptops should be kept in these cases at all times except for when they are in use. Students should not pack food or drink in their laptop bags.

**At no time should laptops be left unattended!** Students are provided with ample lockers/storage cupboards (J7) that are specifically designed for laptop storage; laptops should be stored inside lockers when not in use.

#### **LAPTOP USE DURING NON-CLASS TIME**

Students may not use laptops during lunchtime in any area of the school other than the following:

- In a home room/classroom when a teacher is constantly present and permission to use the laptop has been sought and has been given by the teacher
- In the library research centre with the permission of the librarian or supervising staff member
- In the computer rooms with the permission of the IT staff members (Students must observe posted regulations regarding room use and availability)
- J7 laptop use is restricted to home rooms

**Note:** In the case of both the library and the computer rooms, students who are using the machines for non-work related activities will be asked to leave the rooms should other students wish to have access for research or for subject based activities. There will be an inevitable limitation on the number of students able to use such facilities.

**Laptops may not be used by any student during recess.**

#### **PRINTING:**

By using the network, pupils can print to any classroom printer, or to the Help Desk printer or Library printer. For this purpose, the network can be accessed from anywhere within or around the main senior school building, including the covered lunch area (before and after school only). Pupils who have prepared work for a particular lesson must print it prior to that lesson. Some pupils will find it helpful to have access to a printer at home. Forward planning will avoid inevitable delays.

#### **ANTI-VIRUS SOFTWARE/ VIRUS DEFINITIONS:**

Student machines have anti-virus software installed. Virus definitions must be regularly updated to avoid the proliferation of viruses. Students are expected to update virus definitions on a regular

basis.

#### **NETWORK PASSWORDS:**

In order for each individual student to access the school-owned network, which allows them the privilege of printing and access to network folders, a username and password is required. A password should be six (6) characters or more and may include letters, numbers and/or symbols. Senior Students assign their own passwords and should not under any circumstances divulge that information to any other students.

Students in the Junior 7 year are assigned passwords and **may not** change them.

**Students are not permitted to log onto the network using other individuals' usernames and passwords, with or without their knowledge.** Logging onto the network using other individuals' usernames and passwords without their knowledge or consent constitutes **hacking**.

Passwords will expire periodically and students will be required to enter a new password when prompted. Students may change their network password at any time via the Passwords icon in the Control Panel. Passwords may also be changed through the Help Desk if necessary.

#### **SHARING FILES/FOLDERS:**

Students are not allowed to share items from their hard drives or network folders across the network.

#### **STUDENT HOME DIRECTORIES:**

Individual HOME DIRECTORIES are set up to allow students the privilege to back up and store school-related material. In the event that a student machine has to be "ghosted" (returned to initial factory state) all material saved to the hard drive will be irretrievably lost.

**It is essential that students in the laptop program back up their schoolwork frequently, in case there is a malfunction with their laptop.**

Students are totally responsible for the material in their own individual network folders. Similarly, students may only save items to their own personal folders and nowhere else on the network.

The school network is regularly upgraded to accommodate the increase of student usage. However, it cannot support the constant uploading/downloading of such things as games, pictures, mp3's, movies, etc. that are not school-related.

**Students are not permitted to save anything that is not directly school-related to the school network.**

The Help Desk will monitor student folders on a regular basis in order to ensure proper usage throughout the year.

#### **NETWORK RADIO CONNECTIVITY:**

Students may access the school network using a radio link. Each student is provided with a wireless card and the cost of the card is borne by the student. Cards that are lost or damaged must be replaced since radio connectivity is an integral element in our laptop programme. **A 'working laptop' is a computer with a working radio connection.**

#### **INTERNET:**

At Saltus, students have the privilege of Internet access upon demand. Students are not permitted to use the Internet for any illegal activity. This includes accessing inappropriate adult sites. The school has in place a very sophisticated filter, which denies access to most undesirable and inappropriate sites on the Internet. This filter is updated on a daily basis. While this provides a measure of reassurance, it must be understood that the filter does not always block everything. Therefore, we suggest that parents periodically examine their child's laptop content.

**It is recommended that Internet use be monitored at home.** Parents may wish to implement a filter at home (such as Net Nanny or Cyber Patrol).

#### **Internet/Email Acceptable Usage Policy**

### **Why is internet use important?**

- The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and students.
- Internet access is an entitlement for students who show a responsible and mature approach to its use in a manner that is consistent with the school's Acceptable Use Policy (A.U.P.).
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

### **Benefits of using the Internet in education include:**

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to international developments, educational materials and good curriculum practice;
- staff communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;

### **Internet Content**

- The school Internet access will be filtered.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- If students discover unsuitable sites, the URL (address) and content must be reported to a member of the staff and this information will be communicated to the Help Desk and the M.I.S. department for immediate action.
- Students should be critically aware of the materials they read and validate information before accepting its accuracy.
- Students should acknowledge the source of information and respect copyright when

using Internet material in their own work.

**Please note the following:**

- Students will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Students will be guided in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

**Using e-mail:**

- Students may only use the Saltus webmail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone unknown to them in e-mail communication outside the school environment. Particular care should be taken in the use and membership of 'chat rooms'.
- Access in school to external personal e-mail accounts may be blocked.
- Social e-mail use can interfere with learning and must be restricted to out-of-class time unless its use is sanctioned by a teacher.
- Students using email must endeavour to observe the normal courtesies required in letter writing when composing electronic messages.
- The forwarding of chain letters is banned.

**Management of Internet Content:**

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.
- Web site photographs that feature students will be selected carefully and will not enable individual students to be identified.
- A student's full name will not be used in association with an individual photograph unless prior written permission has been sought from a parent or guardian.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.

**Newsgroups and chat rooms:**

- Students will not be allowed access to public or unregulated chat rooms. The use of educational chat environments may occasionally be appropriate however. This use will

always be supervised and the importance of chat room safety will be emphasised.

- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

Parents and students will work in partnership with staff to resolve issues.

**Sanctions available include:**

Saving material other than academic work on the network	Detention + 3 points
Using chat programs	Detention + 3 points
Unauthorised e-mail use during lessons	Detention + 3 points
Playing of inappropriate and offensive games or game playing over the network	Detention + 3 points
Downloading files etc. contrary to AUP (e.g. Napster, games)	Detention + 6 points
Use of another student's facilities without their permission	Detention + 6 points
Bringing offensive material (including games) into school	Detention + 6 points + parents called in
Major hacking, i.e. attempt to damage another user's files or the system	Suspension + 12 points

**12 points total** = disqualified from using a laptop in school for 3 months.  
Second disqualification is for 6 months; third disqualification is for a year.

**Notes:**

1. For some offences the laptop may have to be temporarily confiscated to remove the offending program or material.
2. All students start with 0 points in September 2002. Points remain on the student's record for twelve months.
3. In J7 only, a first disqualification shall be for 1 month; the next disqualification, whether in J7 or the Senior School, will be for 3 months.

*The following text will be reproduced and shall be displayed in all teaching rooms:*

**Saltus Grammar School  
Responsible Internet Use  
Rules for Staff and Students**

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorized account and password, which must not be given to any other person.
- Classroom computer and Internet use must be appropriate to the student's education.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organizations or individuals.
- Irresponsible use may result in the loss of Internet access.
- The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorized use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorized or unlawful.

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**EMAIL:**

Students will be assigned an email address.

Saltus email accounts may be monitored from time to time to ensure proper use. Executables and messages carrying viruses will be blocked.

Students are not permitted to access non-Saltus email accounts (e.g. hotmail, yahoo, ibl, northrock, etc) during the school day.

The use of email during the school day must be for educational purposes – submitting or executing assignments, etc..

**HACKING:**

Any type of hacking (defined as any attempt to gain access to folders, databases, or other material on the network to which one is not entitled) is considered to be an extremely serious offence.

### **PORNOGRAPHY:**

Students are forbidden to store pornographic material on their laptops. In the event that a student is found to have contravened this clear regulation, he/she would be subject to the sanctions expressed below. Note: Parents would be contacted and would be asked to come in to school in order that they might see the material and to meet with the Head of Year/Head of School.

### **THEFT:**

While theft of laptops has never been a problem at Saltus, laptop accessories are vulnerable. We strongly recommend that students label their accessories (power cords, power bricks, backpacks and wireless cards) with a permanent marker or paint pen.

**Stealing is a very serious offence.**

### **REGULATIONS & CONSEQUENCES:**

*Scale of Penalties for Laptop-Related Offences, from September 2001*

Please note that our intention is to provide a clear scale of sanctions for parent, teacher and student information.

**We assume that the majority of the student users will behave in a responsible manner and that such behaviour will maximise the benefit to be derived from the use of the laptop as part of the learning experience.**

Those individuals who choose to use their equipment in an unacceptable manner will be subject to a clear 'penalty point' system. The accumulation of **TWELVE** penalty points will result in a student being disqualified from laptop use within school for an initial period of THREE MONTHS.

**IMPORTANT:** A student who is disqualified will be required to fulfill the normal subject responsibilities without the use of his/her machine during the working day. This may result in additional work and personal inconvenience but we believe that responsible use of the school's network facilities is essential to the good health of the programme.

### **LAPTOP SANCTIONS:**

Saving material other than academic work on the network	Detention + 3 points
Using chat programs	Detention + 3 points
Using e-mail during lessons	Detention + 3 points
Playing of inappropriate and offensive games or game playing over the network	Detention + 3 points
Downloading files etc. contrary to AUP (e.g. Napster, games)	Detention + 6 points
Bringing offensive material into school	Detention + 6 points + parents called in
Use of another student's facilities without their permission	Detention + 6 points
Major hacking, i.e. attempt to damage another user's files or the system	Suspension + 12 points

**12 points total** = disqualified from using a laptop in school for 3 months.  
Second disqualification is for 6 months; third disqualification is for a year.

**Notes:**

1. For some offences the laptop may have to be temporarily confiscated to remove the offending program or material.
2. All students start with 0 points in September 2001. Points remain on the student's record for twelve months.
3. In J7 only, a first disqualification shall be for 1 month; the next disqualification, whether in J7 or the Senior School, will be for 3 months.
4. A 'working laptop' includes a working radio connection and all necessary accessories. A laptop is not regarded as working if it runs at an unacceptably slow speed, whether by reason of being over-customised or otherwise.
5. We believe that the possession of a working laptop is essential for each student. Repeated failure to bring a 'working laptop' to school will result in a personal approach from the school administration.

We believe that students who adhere to the terms of this Acceptable Use Policy will experience fewer use-related faults and service issues.

We assume that the majority of students will adopt a sensible approach to the use and management of their laptop and the school will acknowledge those who are identified as exemplary users through the awarding of Credits in the Senior School and House Points in the Junior School.

The following is a summary of the Saltus Grammar School Acceptable Use Policy:

- You should refrain from the installation of games on your machine since this will adversely affect the performance of your machine. Should you elect to install game playing software, you may not play games in school or on the school internet connection.
- Excessive 'personalisation' will adversely affect the performance of your machine; you are strongly advised to keep 'personalisation' to a minimum or refrain from it completely.
- You must not use your laptop for the playing of music CD's in school unless such use is required for teaching/learning. Excessive use will reduce the effective life of the CD mechanism.
- Charge your battery every night.
- Label your power cord and bring it to school each day.
- Be careful to wind your power cord loosely.
- Do not close the lid while your laptop is powered up.
- Do not walk around with the machine on and screen open.
- Keep your machine on a flat surface when it is on.
- Store your laptop in your locker or home room cupboard when you are not using it.
- Do not let anyone else use your network wireless card.
- Keep your passwords secret!
- Do not use your user name and password on someone else's computer or vice versa.
- Do not share files from your hard drive or from your network folder.
- Update your virus definitions on a regular basis via the school network.
- You may not bring inappropriate screen savers, background themes, or pictures to school.
- Pornography is not permitted on your laptop, network folder, or on floppy disk.
- Only school-related work should be stored in your personal network folder.
- You may not come to school with a chatting program installed on your laptop.
- E-mail may not be used in the classroom except for school-related purposes.
- Hacking is a very serious offence.
- Inappropriate laptop use will be subject to a clear 'point penalty' system of sanctions that may result in individual disqualification from laptop use during the working day.
- Students must ensure that they are in possession of a "working laptop" (a laptop with working

accessories/wireless card). In the event that a fault develops, our Help Desk should be advised.