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September 2009

Dear Parent / Carer

**MACCLESFIELD HIGH SCHOOL STUDENT NETWORK USER POLICY  
[INTERNET, EMAIL AND CYBER BULLYING]**

Internet and Email are now a standard means of communication throughout businesses, schools and society as a whole. However, there can be increasing problems with misuse of the School's ICT, Internet and Email systems. The School takes its responsibility in this area very seriously. Students' safety and well-being are a priority for us.

The School's ICT, Internet, Email and Cyber Bullying Policy is attached. It applies to all students and there is an equivalent policy for staff. The attached policy is designed to regulate the use of the school's ICT facilities, Internet access & Emails. **A breach of this policy may be regarded as serious misconduct and could lead to serious consequences, including exclusion. You will no doubt be aware that misuse of computer facilities at work by an employee can lead to dismissal.**

It is important that your son/daughter is aware that they are agreeing to the attached policy whenever they use the School's ICT equipment and network.

Additions and updates to this policy will be communicated via the Macclesfield High School website or the Parents' Newsletter.

**Please discuss the information in our policy with your son/daughter.** Remember, it is in place for their safety and protection.

Yours sincerely

Handwritten signature of Ged Ward in black ink.

Ged Ward  
Head Teacher

Handwritten signature of Paul Reed in blue ink.

Paul Reed  
Head of ICT

**MACCLESFIELD HIGH SCHOOL**  
**STUDENT: A19 : ACCEPTABLE USE POLICY**

***Students at Macclesfield High School are privileged to have access to what is probably the best computer network of any school in Cheshire***

The two main purposes of this Policy are to develop good habits in students and to keep them safe. The following conditions apply to the use of all ICT facilities, the Internet and Email within school.

### ICT

- Students must take responsibility for their workstation and should lock their workstation or logout [Ctrl+Alt+Delete] when they are away from their workstation. **NOTE: Any infringement of this Policy occurring from a workstation will always be assumed to be the responsibility of the student who is logged on at that workstation.**
- It is a criminal offence under the Computer Misuse Act 1990 to attempt any unauthorised or deliberate misuse of the School's computers or computerised systems in any way.
- Students must not disclose their user access passwords to other students.
- Students must not allow others to use their user access passwords or workstation.
- Students who believe that their account is being accessed by another should report their concerns to the ICT Support Team.
- The following file types should not be run on the school network – .bat, .com, .exe, .ink, .js, .pif, .scr, .vb, .vbe, .vbs, .wsf
- Students must not change the system settings implemented by the ICT Support Team.

### Internet and Cyber-bullying

- The Internet must be used only for academic purposes. This means NO games, chat rooms, entertainment sites.
- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can become public very quickly and could stay online forever.
- Only give your mobile number or personal website address to trusted friends.
- Save the evidence – learn how to keep records of offending messages, pictures or online conversations. Don't retaliate or reply!
- Students must not use the Internet to access or distribute pornographic, offensive or obscene material. This includes the use of social networking sites such as Bebo, Facebook, MSN and others.
- Students must not copy and paste information found on the Internet and claim it as their own. This is known as plagiarism and is viewed very seriously by the examination boards.
- **Illegal downloading**, file-sharing, viewing, listening to or distributing of **music or video files** is not permitted.
- Students must not download software onto any school computer. Only the ICT Support Team are allowed to download software.
- Students must not access the internet via 'proxy' websites
- Students should be aware that routine monitoring of Internet usage takes place and investigation is undertaken as required.

### Email

- When sending any Emails, information must be presented in a clear and professional way, as with a traditional letter.
- Students should be aware that the School routinely monitors Emails and investigation is undertaken as required.
- Access should be through authorised connections only and not Internet-based Email accounts such as Hotmail.
- Misuse of the system by using another student's Email facility or allowing someone else to use yours will be regarded as a serious breach of the ICT rules.
- Students must not use Email to access or distribute pornographic, offensive or obscene material.
- Students must not use Email to intimidate, harass, abuse or bully others. This is known as "cyber-bullying" and is a criminal offence.
- Students must not allow others to use their Email access.
- Students must not engage in any form of instant messaging.

September 2009

This is an abbreviated version of our Policy. Please let us know if you would like to see the full version.