



## **POLICY ON THE ACCEPTABLE USE OF ICT: LOWER SCHOOL STUDENTS**

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This policy is an extension of the School Rules, covering specifically the use of 'The Royal Ballet School networks' and any computer equipment connected to them.

### **COMPUTER FACILITIES**

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#### **1. Overview**

At The Royal Ballet School we allow all pupils access to our computer network, enabling them to use standard applications (word processing, spreadsheet, database etc.) as well as online facilities such as the Internet and electronic mail. Every student is issued with a username, password and an e-mail address at the start of their career.

Access to the computer network is a considerable privilege and it is the pupils' responsibility to restrict themselves to usage which is ethical and appropriate. Failure to comply with the rules which govern the use of the network may result in either (a) punishment of the pupil, for example by means of the detention systems which operate at different levels in the school, or (b) in serious cases, reference to the pupil's Head of School. Parents will be informed when serious breaches of the Acceptable Use Policy have occurred. Further action will be carried out if deemed necessary.

Pupils are encouraged to make use of ICT facilities in support of their studies in all subjects, including the writing up of coursework assignments and other projects. Recreational use of the network is also permitted, though within clearly stated limits which are designed to give priority to pupils wishing to use the computers for academic work.

The Royal Ballet School provides a network environment in which pupils can assume that their legitimate use of computers and the data that they store are secure against interference by other users. Pupils should not, however, assume that their activities are completely private. Authority has been delegated to the I.T. Department to determine appropriate use and to monitor user accounts and filespace as judged necessary. Hence, records of usage, files that have been stored, and e-mail messages that have been sent or received may be scrutinised by the members of staff responsible for management of the network either (a) during routine system maintenance, or (b) if there is reason to suspect misuse of the network.

#### **2. Rules**

The following rules apply in all the areas of the Royal Ballet School where computers are provided for access by pupils.

##### **General Conduct and Use in the I.T. Room**

- a) Pupils should conduct themselves in an orderly and quiet fashion, and must always show consideration for other users.
- b) No food or drink may be consumed.
- c) Any damage to computers, furniture or fittings should be reported to a member of staff without delay. The same applies to any apparent malfunction of equipment.
- d) Pupils using computers before school and during morning break, lunch break and private study periods must leave the computer rooms in time to arrive punctually for their next timetabled commitment.
- e) Only one pupil should be seated and working at a computer at any one time.
- f) Chairs should be placed tidily in the rooms before leaving.

## Use of the Network

- a) When logging on to the network, a pupil must always use his own user identification and password. Any attempt to impersonate another user will be treated as a serious offence, as will any attempt to interfere with data stored on the network by another user. These activities are in fact illegal under UK law.
- b) Never, under any circumstances, use another person's account or attempt to log on as a system administrator.
- c) Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user. The Royal Ballet School network or other networks connected to the
- d) Internet must not be vandalised. This includes the uploading or creating of computer viruses.
- e) Harassment is defined as the persistent annoyance of another user, or interference with another user's work. Harassment must never occur; this includes, but is not limited to, the sending of unwanted email (see below).
- f) If you feel you can identify a security problem on the Royal Ballet School system you must notify a member of staff immediately. You must not demonstrate the problem to other users.
- g) Pupils must never divulge their passwords to other students or to users of computers outside the Royal Ballet School. Any pupil who suspects that this has happened accidentally should change their password without delay.
- h) Before leaving a computer, pupils must always log off the network and check that the logging out procedure is complete.
- i) Pupils must not attempt to gain access to the local drive of any machine or to create local accounts (administrative or otherwise).
- j) It is strictly forbidden to attempt to share drives, folders or files across the network.
- k) Only software that has been provided on the network may be run on the computers. Pupils are not permitted to import or download applications or games. In many cases it is illegal to do so.
- l) You are reminded that it is a breach of the Royal Ballet School Plagiarism Policy (and of the rules of examination boards) to pass off another's work as your own. This prohibition extends to information accessed electronically as it does to that gained in other ways.
- m) Pupils must be aware of, and comply with, the restrictions placed on certain kinds of usage; notably the playing of games on particular machines and at particular times of the day, where others wish to do academic work.

## INTERNET AND E-MAIL

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### Overview

The Royal Ballet School's Internet access is provided by Select Services. The filter is continually updated, though there can be no absolute guarantee that unsuitable material is never available to users. Pupils are given training in effective use of the Internet as a research tool at various stages throughout their Royal Ballet School career.

We regard the use of the Internet to search for and use information related to a school subject or to a hobby as acceptable.

Every pupil in the Royal Ballet School has access to the Internet and has a School e-mail account.

### Rules

E-mail and the Internet represent an important learning resource; however they can be wasted or abused. When using these facilities, pupils are expected to use their common sense and behave with normal standards of courtesy.

#### a. General Netiquette

Students must not:

- a) Send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- b) Disclose to a third party the personal details of any other pupil.
- c) Access any inappropriate Internet site.
- d) Breach another person's copyright in any material.
- e) Upload or download any unauthorised software or attempt to run that software. In particular hacking, encryption and other system tools are expressly forbidden.
- f) Purchase goods or services via the computer network.
- g) Use the computer network to gain unauthorised access to any other computer network.
- h) Attempt to spread computer viruses.
- i) Engage in activities that are prohibited under UK Law. Thus the transmission of material subject to copyright or protected by trade secret is forbidden, as of course is any threatening or obscene matter.

**b. Personal Safety**

- a) In addition, pupils need to be aware that thoughtless use of e-mail and the Internet may jeopardise their personal safety either at school or outside school. Pupils should therefore:
- b) Never arrange a meeting in person with anyone they have "met" or only communicated with by computer, without prior parental approval.
- c) Not respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the student feel uncomfortable or unsafe in any way. If such a message is encountered the pupil should report it to his form tutor and parents.
- d) Be aware that any person they "meet" or communicate with online may pretend to be someone else.
- e) Remember that anything they read online may not be accurate.
- f) Ignore offers that involve either financial transactions or personal meetings.
- g) Not disclose any personal details, such as their home address or telephone number, across the Internet.



## STUDENT AGREEMENT TO LOWER SCHOOL ACCEPTABLE USE OF ICT POLICY

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### ROYAL BALLET SCHOOL HARDWARE AND NETWORK

1. I recognise that the use of a computer is a privilege and agree to be respectful of this expensive equipment and not abuse or mistreat computers, software, peripherals, CDs, network cables or other computer materials in any way.
2. I will not bring or consume any food or drinks in any room where computers are located.
3. I will not attempt to obtain or enter any passwords other than those that I provide for my own files.
4. I will not reveal the personal address, phone number or other details of myself, other students, or staff at the Royal Ballet School.

Security on any computer system is high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their password to ensure system security and their own privileges and ability to continue the use of the system.

If you feel you can identify a security problem in the internet, you must notify a system administrator. Do not demonstrate the problem to other users.

Attempts to log onto the network as a system administrator will result in cancellation of user privileges.

5. I will not install nor use on school computers any software or programs which are not provided by The Royal Ballet School.
6. I will not engage in any physical activity (horseplay, running, roughhousing, etc.) in any room where computer equipment could be damaged.
7. I will not disconnect power cables, network cables or any other peripherals connected to a School computer.

Vandalism is defined as any malicious attempt to harm, modify, and destroy any components of the machines, destroy data of another user, Internet, or other network area connected to the Royal Ballet School network. This includes, but is not limited to, the introduction of viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. I will not engage in any activity for profit on School equipment.

### INTERNET and E-MAIL

9. I agree not to send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
10. I agree to download from the internet system only materials and/or information which have been approved in advance by the ICT team.

11. I agree not to access any inappropriate websites.
12. I understand that Royal Ballet School personnel reserve the right to review any material on user accounts and/or School computers and to monitor file server space in order to determine if specific uses of the computers/network are inappropriate.
13. I agree not purchase goods or services via the computer network.
14. I agree not use the computer network to gain unauthorized access to any other computer network.
15. I agree not to breach another person's copyright in any material.

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. The Royal Ballet School has a level four Surf Control program in place, restricting access to designated sites and themes. However, on the internet, it is impossible to control the content of data and a user may discover controversial material. It is the user's responsibility not to initiate access to such material. If such material is inadvertently encountered, the link must be terminated immediately. The Royal Ballet School will not be held liable for any decision to restrict or regulate access to Internet materials via Surf Control.

For more information, please see the Lower School Student and Parent Handbook.

### **WIRELESS NETWORK AND PERSONAL COMPUTERS**

16. I agree not to disclose wireless access passwords (WEPs) to anybody who is not a member of School personnel.
17. I agree not to access any inappropriate websites whilst connected to The Royal Ballet School wireless network.
18. I understand that Royal Ballet School personnel reserve the right to review any material on user accounts and/or personal laptops to determine if specific uses of the computers/network are inappropriate.
19. I agree not purchase goods or services via the wireless network.
20. I agree not use the wireless network to gain unauthorized access to any other computer network.
21. I agree not to breach another person's copyright in any material.
22. I understand that access to the wireless network can only be conducted during designated time periods predetermined by ICT and House Staff at White Lodge.
23. I understand that any personal laptop brought in from home is the sole responsibility of the student in question and that The Royal Ballet School is not responsible for any damage that may occur.
24. I understand that The Royal Ballet School cannot be held responsible for any viruses or any software problems that may occur when downloading from the internet whilst connected to the wireless network.

### **MOBILE PHONES**

25. I confirm that I have read the School's policy on the use of camera phones, digital cameras and camcorders within the school.
26. I will not use my mobile during School lessons or at other times which are imposed at the discretion of staff.

27. I will not disclose my mobile number to anyone I do not know and will never post my number on a website.
28. I will never return a call or a text message to anyone I do not know.
29. I will not reply to text messages saying that I have won a prize.
30. If you receive abusive text messages, keep them. You do not have to read them. When the time comes to take action, these messages can be used as evidence.

If you do receive abusive text or chat messages, ask for help from your Form Tutor, Head of Year, the School Nurse or a School Counselor. You can also contact your mobile phone network provider.

**Student signature of acceptance**

I understand and will abide by the Royal Ballet School Acceptable Use Policy for Computer, Internet, Wireless Network and Mobile Phone use.

I also understand that violation of certain regulations may constitute a criminal offense. Should I commit any violation, my network / mobile phone privileges may be revoked and further school disciplinary action may be taken. This contract is valid for my school career.

**Print Student's Full Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_