

Tiffin School Network Contract

March 2009

Failure to follow the rules below may result in your access to the school network being withdrawn, either fully or partially for a period of time. The school reserves the right to withdraw your access entirely if necessary to keep safe all users of the network.

- Use only your own logon ID to log on to the system. Never log on to the system under any log on ID other than the one you are given.
- Do not let anyone else know your password. If you feel that your password is known by others you should change it immediately.
- You should ensure that your password is as secure as possible by making it difficult for others to guess (using numbers and letters) and by changing it regularly (e.g. at the start of each half term). **All activity within your account, including e-mail, is your responsibility.**
- Never leave your computer unattended when you are logged on and always ensure you are fully logged off when you finish using a computer.
- You may use all the packages you can see on the menus which are presented to you. Being, or attempting to be, anywhere else in the system by whatever route is considered 'hacking' which is not allowed and illegal.
- You must not try to configure or change any settings on the School computers or attempt to bypass or defeat any School or Network security controls.
- Never touch the cables or plugs going to and from the computer or the computer connection to the network sockets. Inform a member of staff if a computer does not work – **do not attempt to fix it yourself.**
- When transferring work to and from the school network it is your responsibility to ensure that you have up-to-date virus protection so that no viruses may transfer to the network.
- Respect the expensive equipment and never try to dismantle any part of the computer – this includes mice, keyboards etc. This is viewed as vandalism, and any vandalism – graffiti on machines, damage to keyboards or mice will be punished.
- All computer equipment is provided to support your learning and should not be used for games, chat, instant messaging or any other activities not related to school work without express permission from a member of staff.
- You may download text and/or images from the Internet to help you with your work, provided they are not protected by copyright. However, you must always acknowledge where you got the information from, and never try to pass the work off as your own.
- You must not attempt to send, access or display racist, pornographic, criminal or other offensive or inappropriate material. This includes obscene or offensive language.
- You are not allowed to send junk or spam e-mails. Any e-mail sent to a group of people without permission is considered spam. Any e-mail found to be sent that harasses, insults or attacks others is considered to be bullying and will be treated as such.
- You must check your e-mail regularly, deleting all unneeded messages and ensuring that your mailbox does not get full.
- You are not allowed to use the school resources to subscribe to any goods or services, nor buy or sell using the internet.