Internet, Network and Electronic Mail (email) Access Policy

Internet and Electronic Mail

Shelley College ICT facilities are continually changing and providing students with new and up-to-date learning resources.
Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.
Users should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, due to the nature of the Internet students may find ways to access other materials.

Certain well known sites which offer dubious material will be made unavailable, however given the enormity of the material available complete censorship may not be possible.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Shelley College supports and respects each student's right to decide whether or not to use this resource.

Computer Systems, Internet and E-Mail Rules

Access is a privilege - not a right.
Access entails responsibility.

Students are responsible for good behaviour on the school computer networks just as they are in a classroom or around the school in general. Communications on the network are often public in nature. In general the school rules for behaviour and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Beyond the clarification of such standards, and the censoring of obviously dubious sites, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas and communications are not entirely private. Users should not expect that files stored on school servers will be private. The computer system belongs to the school and the school ICT technicians may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

In addition teachers may access student file areas to, for example:

- *ensure students work is up to date*
- *to mark work that has been completed or should have been submitted*
- *ensure that users are using the system responsibly*

Within reason, freedom of speech and access to information will be honoured. During lessons, teachers and support staff will be available to guide students toward appropriate materials. Outside of lesson time students bear the same responsibility for their conduct as they exercise with information sources such as television, video, telephones, radio and other potentially offensive media.

The following are not permitted:

- Sending, *storing* or displaying offensive messages or pictures,
- Using obscene, rude or potentially offensive language,
- Harassing, insulting or attacking others,
- Damaging computers, computer systems or computer networks,
- Violating copyright laws,
- Using a user identity and/or password not issued to you,
- Trespassing in another user's folders, work or files,
- *Intentionally* wasting limited resources,
  For example:
    - downloading or uploading files that are not work related,
    - storing unnecessary files, particularly graphics and music,
    - printing multiple copies of files,
    - printing pictures or files not connected with school work,
    - listening to online music, watching online video or playing online games recreationally.
      (this is to enable students who are using the internet for work purposes to use the full bandwidth available).
- Employing the school resources for commercial purposes,
- Installing and/or using software from outside the school.

Violations may result in a loss of access as well as other disciplinary or potential legal action.

User Identities

All Shelley College students have user identities to enable access to both the internal network and external facilities.
To complete the log on each user will need a password, these will be issued by your tutors.
Students who forget their passwords, or who need to change them should see one the ICT Technicians in the server room.

Further information or clarification is available from the ICT Teachers and Technicians.

Students and staff should be aware of the [Computer Misuse Act 1990](#)

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