Information Technology Policy

ICT Acceptable User Policy. Please read this through with your child.

Inappropriate use of The Kimberley School network could mean losing your Internet access, your network access or even lead to fixed term exclusion.

- Settings on the computer, monitor, printer should not be altered and students must not disconnect any of the hardware. Tampering with ICT equipment is forbidden.

- You must not log on to any other student's account or interfere with any student's work. Consequences of this could be a network ban.

- Students must remember their username and password and not divulge it to anyone else.

- You must not use e-mail or the Internet without permission from the teacher or a member of staff.

- Only school authorised e-mail accounts are to be used for students to communicate with staff and vice-versa. Personal e-mail such as Hotmail is not allowed.

- Work done at home should be transferred by e-mail/Openhive if possible. If a CD or USB device has to be used students must ask an ICT technician to transfer files to the network. This is to protect the network from viruses.

- Openhive (e-mail, etc.) is to be used for school work only, any abusive materials can and will be traced back to individual users and action will be taken.

- Games are not allowed unless they are Curriculum Games and the teacher has given permission.

- Chat Rooms are not allowed. This includes MSN, Yahoo and any other Messenger software.

- Inappropriate content must be reported to a member of staff.

- NCC may monitor internet use, inspect, intercept and store data and emails sent and received using NCC's e-mail and internet systems. The reasons for this may include monitoring of NCC's electronic and e-communication systems, where NCC believe that a breach of the law or breach of NCC policies has occurred or may occur, or where it is required to maintain an operational service.

- NCC provides access to e-communication systems such as e-mail and internet for the proper conduct of NCC business and these shall at all times be used in a responsible manner which shall not prejudice NCC's position as an employer, as a responsible provider of public services and which does not compromise NCC's information and computer systems / networks or create any risk of NCC being put into disrepute.

- Any unauthorised or improper use of the e-mail or internet service may result in NCC withdrawing or limiting your access to it. Depending on the nature of the unauthorised or improper use, or severity of the breach of this policy by the user, this may result in disciplinary action being taken against the user with sanctions that may include dismissal.

- Users are responsible for the security of their passwords and any e-mails sent via their account. Users must not disclose their password to allow others to access their account. Users should be aware passwords are for the benefit of NCC and are the proprietary and confidential information of NCC.

- Downloading software from the internet is prohibited as this service presents a variety of dangers such as software may contain a virus or the software may not be compatible with the way an NCC computer is configured.

I understand and will abide by the provisions and conditions of this agreement.

I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, bullying, inappropriate language, any act likely to cause offence or other issues described above.