



## Dhahran British Grammar School Computer User Guidelines



### **Students in Key Stages 3 & 4 are expected to adhere to the following rules for responsible computer use :**

- The transferring of files should only be carried out with the permission of a member of staff;
- Students must report to the Information Communication Technology Co-ordinator should illegal or distasteful material be located;
- Copyright and intellectual property rights must be respected;
- Pupils must not reveal personal details about themselves or others, such as address or telephone number, or arrange to meet anyone in email communication;
- Access must only be made via the user's authorised account and password, which must not be given to any other person;
- Students are forbidden from accessing any accounts other than their own. Any infringement of this rule will be considered a serious disciplinary offence.
- School computer and Internet use must be appropriate to the student's education;
- Email may be allowed in school under close supervision of a member of staff, e.g. to use as a means of attaching work to send to school or between home and school;
- Students are not encouraged to use their own personal email accounts at school;
- Emails should be always be written politely and carefully;
- Anonymous messages and chain letters must not be forwarded;
- The use of public chat rooms is not allowed;
- **The school ICT systems may not be used for private purposes**, unless the Information Communication Technology co-ordinator has given permission for that use;
- Use for financial gain, gambling, political purposes or advertising is forbidden;
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Students in KS3 & 4 may bring their personal laptop computers or PDA devices into school, where they may use them in class at the discretion of individual specialist teachers, or in the LRC, Joffrey's etc.
- Personal computing devices remain the sole responsibility of the student and parents should be advised that neither the school nor ISG will bear any responsibility for loss or damage.
- Students must register their machines with the ICT department before they are used within school.
- Personal computing devices may be used during break and lunch-times for school work only.
- The use of personal email, Skype, MSN etc is not permitted. The rules for the use of school computers also apply to the use of personal computing devices.
- Students must not bring inappropriate material into school on electronic storage devices (e.g. laptops, zip or flash drives, mobile telephones etc.)

**Students infringing these conditions will not be permitted to use personal electronic devices in school.**

**Irresponsible use may result in the loss of Internet Access**



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The school may exercise its right by electronic means to monitor the use of the school's computer systems. This includes the monitoring of web sites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place. The school would also exercise its right to monitor whether the system is being used, or may be used, for criminal purposes or for storing text or imagery, which is unauthorised or unlawful.

### **As a school we will endeavour to ensure that :**

- Instruction in responsible and safe use will always precede a unit of work that requires Internet access;
- Use will be made of the Saudi Arabian firewall to protect students from distasteful or illegal material;
- If material does pass through the firewall the URL will be blocked within school;
- Internet/email will only be used when students are under the direct supervision of a member of staff;
- The school will keep an up to date record of all staff and pupils who are granted Internet access;
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work;
- Personal details or photographs will not be transmitted to the Internet without the parents express permission;
- In common with other media such as magazines, books, videos, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material.
- Rules for Internet access are posted near all computer systems;
- Methods to identify, assess and minimise risks are reviewed regularly;
- The school's Information Communication Technology systems are reviewed regularly with regard to security;
- Files held on the school's network will be regularly checked;
- Virus protection is installed and updated regularly.

### **As a parent you should be aware that :**

- Logs of users who have imported viruses are kept;
- Due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Furthermore Dhahran British Grammar School does not accept liability for the material accessed, or any consequences of Internet access.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated;
- Pupils will not be allowed access to public or unregulated chat rooms;
- Your child's internet use will be monitored;
- Unapproved system utilities and executable files will not be allowed in pupil's work areas or attached to email;
- Children are encouraged to bring their work to school on a rewritable CD or USB storage device.



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