



Gads Hill School

Department of Information Technology

Dear Allowed.User

An account for your use, to enable you to log onto the school network has been created.

Username: A.User
Email Address: A.User@gadshillschool.org
Password: <To be advised following receipt of the tear off>

Gads Hill School Computer System - Conditions of Use

PASSWORDS

You have been given a password and it is your responsibility to keep it secret. If anyone finds out your password then change it immediately. Without knowing your password, no one can gain access to your network storage area. Network storage areas are private and no one should access any area for which they do not have permission.

FILES

If you have files that you do not need any more you should delete them (it is sensible to keep course work until you have received your grade after the exams). Each user is responsible for what is held in their home directory and for any work logged to their name.

UNACCEPTABLE FILES

The school computer system is only to be used for school work and work of a constructive nature.

PRINTING

You are awarded printing credits at the beginning of each term.

Kindergarten to Year 10 = £5.00 (250 pages) Year 11= £10.00 (500 pages).

(Printing costs per page – Black/White 2p, Colour 10p)

Additional credits can only be obtained through the IT Department and will be charged to your account.

Please ensure you first *Print Preview* your work to check that it will print out properly and that it will not print any blank or unnecessary pages.

GAMES

Games are not permitted on the school network. Students must not bring such files onto the network via memory stick or email.

Games found in student's home folders/email accounts will be automatically deleted.

Continuous offenders will lose access to the network and will be treated in the same manner as breaking any other school rules.

SOFTWARE

You are not to add software to the school computer system. This includes programs downloaded from the Internet and software on free (or other) CDs. If there is a piece of software that you would like added to the system please consult the ICT Department. Users must not deliberately introduce any virus, worm, Trojan horse or any other *nuisance* program or file onto any system or take deliberate action to circumvent any precautions taken by the school to prevent *infection* of its machines. You should also not try to run programs on the system that are not provided by the Start menu.

NETWORK SUPERVISION

A record is kept of everyone who logs on and off the network. All files are date-stamped. Every page on the Internet that you access is recorded. This ensures that if any undesirable work is produced or access is made to undesirable Internet sites then it can be traced to the user.

THE INTERNET

You are not allowed to access *Chat Pages*. Access is a privilege and not a right. You may only use the Internet for constructive educational purposes. Remember that information on the Internet is under copyright unless a page specifically indicates otherwise.

E-MAIL

To access your email account from home, type the following into the address bar of your web browser: <https://mail.gadshillschool.org>, log on with your given username and password.

You must not attempt to read another user's e-mail, or try to disguise who e-mail is from. If you have an Internet e-mail account (e.g. HotMail) or a home e-mail account you may not access them from school. The following are not permitted:

- ≠ sending or displaying offensive message or pictures
- ≠ sending **any** files (including sound files, pictures, movies and exe's) unless required for school work
- ≠ using obscene language, harassing or insulting others
- ≠ intentionally wasting telecommunications resources

BEHAVIOUR

These rules are not intended to restrict learning and academic work, but to keep the system running in the best possible way for all the users of the system. Likewise, a high standard of behaviour is expected in computer rooms where expensive equipment is on display, no food or drink for example is to be brought into computer rooms.

Users must comply with any additional instructions or regulations displayed alongside computing facilities.

Violations may result in loss of access to the network and will be treated in the same manner as breaking any other school rules. If you are unsure about the application of any of the above rules, check with your ICT teacher first.

Parent/Guardian

Please go through this form with your child before signing.

I agree to the above:

Childs Name: _____

Form: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Email address for receipt of password: _____

This form MUST be returned promptly to the ICT Department. Once the signed form has been received, the password for the account will be emailed to the above email address. Please use this password and the username specified at the top of this letter to access the school network – for security reasons, the username will not be included in the email.

Please note: Access to the school network will NOT be granted, until this signed form is received.