

LYNN GROVE COMPUTER SYSTEM

Agreement for Conditions of Use



Pupil Name:

These rules and conditions are set out for the benefit of all pupils. Failure to follow these rules may result in your right to use the Lynn Grove network being withdrawn.

1. Only log in to the system using **your own** User ID and password. Any attempt to enter the system using any other account ID or password is strictly prohibited.
2. Treat all computer equipment and furniture with care and respect.
3. Use only the software available on the network. Do not attempt to place any other software onto the system.
4. The system is for academic use only, the playing, use or storage of computer games, music downloads or unnecessary files is forbidden during lesson time and, if discovered will be removed from the network and sanctions issued.
5. Any memory sticks used for work at home must be checked for viruses. The system will normally check any device when it is placed in the computer. **Any virus warnings must be reported to a member of staff immediately.** Similarly, it is good practice to check for viruses on your home computer. **If you do not have anti-virus software see the IT Systems' Leader or a technician.**
6. It is your responsibility to ensure that any work taken from the school computer system is virus free when you use it on your computer system.
7. You are responsible for maintaining the data in your directory. Use **sensible file names to save files**; do not use silly or inappropriate names. Any instances of this will result in those files being deleted from the network.
8. Use of inappropriate Internet material will be treated by the school with the same level of severity as similar material from any other source. All internet activity is electronically logged and monitored.
9. In line with the school's Anti-Bullying Policy, you must not use the network to cause any other pupil or any member of staff harm or to otherwise adversely affect their well being. This school will not tolerate any form of bullying including cyber bullying.
10. Pupil email accounts are for academic use. Any misuse of pupil email will result in that account being withdrawn. All email is electronically logged and filtered. The school reserves the right to examine any pupil email when it is felt to be appropriate. The email service should only be used during lesson time for school work at the discretion of the teacher.



Acceptance Form	
Pupil's Name:	??????????????
I have read and understand the rules and conditions set out for using computer systems at Lynn Grove. I agree to abide by these rules.	
Signature of Pupil:	Date:
I have read and understand the rules and conditions set out for pupils using the computer systems and Lynn Grove and agree that should my son/daughter fail to follow this policy their right to use the computer system may be withdrawn.	
Signature of Parent/Carer:	Date:

Lynn Grove Computer System User Registration Information

Name:	??????????????
User ID:	???????
Network Password:	???????
Email:	??????@lynngroveacademy.org.uk

Passwords

1. Above is your password **which you will have to remember**. If you forget your password you will not be able to access the system.

DO NOT reveal your password to anyone else. If another person knows your password they will be able to login under your name. This will allow them to access your data. The system monitors users.

YOU ARE RESPONSIBLE FOR ALL MATERIAL HELD ON YOUR 'Y' DRIVE.

2. You will be required to enter your **user ID** and **password**, each time you log in.
3. As a part of this process the system creates a home directory on the network (Drive Y), only you have access to this directory, here you can save and retrieve your work.

Logging In

4. When you switch on the system you will be prompted for a name, enter your **User ID**.
5. Press the **<TAB>** key.
6. You will be prompted to provide a password. Key in your password carefully, **the password will not appear on screen, this is to prevent others seeing it**. Press the <RETURN> key, this will allow you to enter the system.

Read the conditions of use page carefully. Fill in the acceptance form and return the slip to your teacher. Keep the top half of the form in a secure place – remember you must not let others know your password. By signing this you are agreeing to abide by the terms and conditions of use for computer systems at Lynn Grove Academy.
