

## Acceptable Use of ICT Rules - Students



We use School computers and internet connection for teaching and learning. These rules will help us to be fair to others and keep everyone safe.

### Using the School network, Internet, computers, laptops and all other devices

- 📄 When accessing the School network, I will use only my own authorised account details which I will keep secret and will not give to another person.
- 📄 I will log out of any device when I have finished using it.
- 📄 I will use the Internet, computers, laptops and other devices for schoolwork and homework which is appropriate for my education. If I wish to use them for any other purpose, I will check with an appropriate person first.
- 📄 I will not use the School's equipment or systems for accessing, storing or distributing anything that could be deemed inappropriate, a computer misuse offence or bring the school into disrepute.
- 📄 I will write emails carefully and politely. As messages may be forwarded, I understand that e-mail is best regarded as public property and that I am responsible for all emails I send and for contacts made. I understand that a displayed notice will inform students and staff of the School's disclaimer and confidentiality notice with regard to emails sent via the School email system.
- 📄 I understand that some emails, email attachments and external devices may contain harmful materials and computer viruses which may seriously affect the School's IT facilities. If I am unsure at any time, I will check with an appropriate person.
- 📄 I understand that anonymous messages and chain letters must not be sent and that the use of chat rooms is not allowed.
- 📄 The use of social media is not allowed using the School's network.
- 📄 I understand that data protection and intellectual property rights such as copyright must be respected.
- 📄 I will not take any food or drink near any computers or IT equipment at School.
- 📄 I understand that if I bring my own equipment into School, these rules apply equally to any device
- 📄 I will not link any hardware device to the computer nor install any software, without permission from the ICT Network Manager.
- 📄 I am aware that the School may check my computer files and may monitor the internet sites which I visit.
- 📄 I will report any inappropriate content on the internet, or anything I see that I am concerned about when using the computer to an appropriate person.

### Using IT equipment outside school to complete school work

- 📄 I understand that when I am undertaking any online remote learning, my conduct should be the same as if I were using a School computer and the above rules will apply as if I were in School
- 📄 I understand that irresponsible use may result in the loss of computer and/or internet access and that disciplinary measures may be a consequence of a breach of these rules.