



There are many benefits to you in using the ICT facilities in your school (see the reverse side of the Home – School Agreement form for more details) but this right carries with it corresponding responsibilities on your part.

Network Use

- Only use the programs and network facilities you have been given permission to access.
- Only use your own username and password and do not share them with others.
- Always log off at the end of each session.
- Only store school work in the storage area provided by your school.
- Do not attempt to change network settings or bypass the network security systems in any way.
- Note that the Network Administrator can view any files stored on the system and that regular checks are made.

Internet Use - All internet access is monitored

- Internet access is provided for educational use only.
- Log on using only your allocated username and password. **Never** share your password, even with a friend.
- The Internet must only be accessed with permission from your teacher.
- Download from the Internet only with permission from your teacher.
- Do not attempt to bypass the Internet filtering system by use of proxy servers or any other means.
- If you accidentally access unsuitable material inform your teacher at once.
- Do not search for inappropriate material.
- Do not use instant messaging services in school or social media without permission from your teacher.
- Do not use bulletin or message boards, forums or conferences unless you have permission to access them and only do so for educational use.
- Do not download or use copyright materials without permission of the copyright holder.
- Do not access social networking sites (e.g. Twitter or Facebook) instead you should be using glow.
- Never send messages which could cause offence or upset to anyone (known as Cyberbullying)
- Be polite when online. Never use bad language

- Do not open email attachments unless you are absolutely sure what they contain. (It may contain a virus). If in doubt ask your teacher.
- Do not send or forward emails containing explicit, racist or offensive material or images.
- If asked, show the teacher all emails/messages received or sent.
- Only use email, social media or messaging systems that have been provided by the school for education purposes.
- Never buy anything from the Internet in school.

Consequences

Please note that failure to comply with the policy on Acceptable Use could result in one or more of the following actions being taken:

- Temporary or permanent withdrawal of access to the Internet.
 - A letter sent home about the rule/s you have broken.
 - Restriction on your use of the school ICT facilities.
 - Any other action decided by the Headteacher.
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Be Safe Online –

- Never arrange to meet anyone who has contacted you online who is not a personal friend.
- Do not provide any personal details online and never arrange a meeting online. If meetings are needed as part of your education these will be organised by your teacher.
- Be safe at home where the school filters do not apply.
- Do not provide any personal details in an e-mail or an attachment.
- If you receive an offensive email or message inform your teacher as soon as possible.
- Be aware that the Network Administrator regularly checks the usage of email and misuse of this facility is likely to result in the withdrawal of your email account.
- Never send photographs which could identify yourself or individuals.
- Report to the teacher anything which makes you feel uncomfortable.