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**Access to the Glasgow Schools ICT System Acceptable Use**

**Policy**

The ambition for Glasgow Schools is that information and

communication technology will become an integral part of the

educational experience of every young person. As a Glasgow

School pupil, you are being given access to one of the most

advanced information and communication technology (ICT)

systems available at any school in the UK. This ICT System will

provide access to extensive curricular software, email and the

Internet for all. The objective is to give you the best possible

grounding in the skills necessary to succeed in the information

age.

As with all resources available within school deliberate misuse of

the ICT System will be subject to the school’s disciplinary

procedures and sanctions.

What is expected of you?

Acceptable Use of the ICT System

1. You must always get permission from a teacher before using

 the ICT System or accessing any information or application.

2. You must keep secret your personal login and password for

 the ICT System and never allow others to use them.

3. You must not attempt to access any part of the ICT System

 that is not part of your personal desktop.

4. You must not intentionally damage or vandalise any part of

 the ICT System (including computer, monitor, keyboard,

 mouse, printer, cable etc) or delete any computer software

 used on the ICT System or the data of another user.

5. You must not intentionally introduce software designed to

 cause damage to any component part of the ICT System

 software (commonly known as a virus).

6. All pupils should note that it is all too easy to damage

 computer equipment through spillage of food and drink and

 there is a risk of injury where liquids come into contact with

 electrical appliances.

7. You must always end your session on a computer by closing

 it down correctly. If you are unsure how to close down, you

 should ask your teacher.

8. You must not use the ICT System for business, or other

 commercial activities including product advertisement or

 political lobbying.

9. You must read and abide by Glasgow Create Music Service

 guidelines for use of Showbie Pro live music video lessons.

Acceptable Use of E-mail and the Internet

You are responsible for good behaviour on the Internet and should

consider your e- mail communications as being similar in all

respects to any conversation in a classroom or a school corridor.

General school rules apply. In addition the following acts are

prohibited:

1. Sending or displaying any abusive, sexist, racist or otherwise

 offensive material.

2. Using obscene language.

3. Accessing or attempting to access any inappropriate or

 offensive material.

4. Violating copyright laws.

5. Failing to report known instances of any of the above.

 Pupil - Acceptable Use Policy

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Remember, everything that you do on the system will be

automatically recorded and the people who operate the ICT

System will monitor your compliance with this Acceptable Use

Policy.

Acceptance of Policy

Glasgow City Council, Education Services, the School

Management Team and the supplier of the ICT Systems will make

every effort to ensure that appropriate measures are put in place to

monitor the acceptable usage of ICT facilities and would be

grateful if you would offer your support for these measures by

signing the declarations below.