



IT Pupil Acceptable Use Policy

Agreed date: Spring 2018

Review date: Spring 2020

Responsibility of: Head of ICT

2018 Spring IT Pupil Acceptable Use Policy

The school computer system provides Internet access for pupils and staff.

This policy will help protect pupils and staff.

- The school expects that:
- Internet access must only be made vis the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the pupils' education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for the emails they send and the contacts made.
- Emails should be written carefully and politely. As messages may be forwarded, email is best regarded as public property.
- Anonymous messages (including chain letters) will not be sent.
- No one will use public chat rooms and public social networks.
- The school ICT systems may not be used for private purposes, unless the Head has given permission for that use.
- Use for financial gain, gambling, political purposes, advertising or accessing inappropriate sites is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use will result in the loss of internet access.
- The school may exercise its right to monitor the use of the school's computer system, including websites accessed and emails sent/received. In circumstances where it believes unauthorised use has or may be taking place or the system is being used for criminal purposed or for storing text or imagery which is unauthorised or unlawful, inappropriate materials will be delted and further action may be taken.