

Acceptable Use

Students are expected to use the network systems in a responsible manner. All use must be consistent with the following list of expectations:

1	I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4	I realise that files held on the school network will be regularly checked by IT staff or other members of staff.
5	I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
6	I will not trespass into other users' files or folders.
7	I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a member of the IT Team.
9	I will ensure that I log off after my network session has finished.
10	If I find an unattended device logged on under other users username, I will not continue using the device – I will log it off immediately.
11	I understand that I will not be allowed access to unsupervised and/or unauthorized chat rooms and should not attempt to gain access to them.
12	I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
13	I will not use the network in any way that would disrupt use of the network by others.
14	I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of staff.
15	I will not introduce "USB drives" or other portable devices into the network without having them checked for viruses.

16	If I suspect that my computer has a virus, I must report it to a member of the ICT staff immediately.
17	I will not use the internet to access any newsgroups, links, list-servers, web pages or other areas of cyberspace that could be offensive because of pornographic, indecent, racist, violent, illegal, illicit, or other inappropriate content. "Inappropriate" in this context includes material which is unsuitable for viewing by pupils. I am responsible for rejecting any links to such material which may appear inadvertently during research. If I encounter any material which could be regarded as offensive, I will leave that website or service immediately and not make any copy of that material. I am aware that if I encounter any difficulty in leaving a website or service, I must inform a member of staff immediately.
18	I will think about what I post about the school on social media and make sure I do not post anything that could be harmful to any member of the school community. I will not: · Try to speak to any member of staff on social media. · Accept or send 'friend' or 'follow' requests from members of staff on social media. · Send any abusive, threatening or otherwise inappropriate messages on social media. · Bully anyone through social media.
19	I will not download and/or install any software, system utilities or resources from the Internet.
20	I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
21	I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
22	I will not attempt to harm or destroy any equipment or data of another user or network connected to Trust / school ICT Network.
23	I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
24	I agree to comply with the acceptable use policy of any other networks that I access.