Students are responsible for good behaviour when using the school’s ICT facilities, Internet and e-mail just as they are in a classroom or a school corridor. General school rules apply.

The Internet and school e-mail is provided for students to conduct research and communicate with others. Permission is required from parents/carers. Remember that access is a privilege, not a right and that access requires responsibility. Students must use only the school e-mail systems for school matters only.

Individual users of the Internet and e-mail are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and USB devices will be treated as school property, including e-mail. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private. Any material in your account that the school considers inappropriate or offensive will be removed. In addition the majority of ICT rooms are fitted with CCTV cameras. Images from these cameras are recorded for safety and crime prevention purposes.

The following are not permitted:

* Sending offensive or obscene messages or images
* Access to or displaying of inappropriate material, e.g., pornography
* Harassing, insulting or attacking others
* Attempting to by-pass any security systems or modifying any profile
* Damaging or tampering with computers, computer systems or computer networks. Such actions may be considered a criminal offence under the Computer Misuse Act 1990
* The downloading or introduction of executable files
* Violating copyright laws
* Using others' usernames & passwords
* Trespassing in others' folders, work or files
* Intentionally wasting resources, e.g. printer paper
* Eating and drinking in any IT room
* Unauthorised access to or use of personal information, contrary to the Data Protection Act. This is a serious offence

General points to observe:

* Never reveal any personal information, the home address or personal phone numbers of yourself or other people
* Keep the computer area you use clean and tidy

Sanctions

Violations of the above rules will result in a temporary or permanent ban on the use of the school’s ICT facilities or the Internet or both. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, your parents, the police or local authorities may be involved.

I have read and understood these rules:

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| --- | --- | --- | --- |
| **Student Name:** |  | **Student Signature** |  |
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