



The computer system is owned by the school and is made available to students to enhance their education. This policy has been drawn up to protect everyone using the system.

### USER RESPONSIBILITIES

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#### As a user you must:

- Only use your own user name and password.
- Only use computer systems that you have authority to use by a member of staff.
- Only use the Internet and visit sites you have authority to use by a member of staff.
- Only email approved addresses should be used, when permission is given from a member of staff.
- Only use discs / memory sticks with permission from a member of staff and ensure the disc / memory stick is virus checked prior to use.
- Only use equipment and computer systems for the permitted purpose, in the permitted manner, and only for authorised schoolwork.

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#### As a user you must not:

- Attempt to access or use IT systems without permission.
- Disclose your password to anybody.
- Introduce unauthorized data or software onto an IT system.
- Use any unlicensed software.
- Illegally copy any computer software.
- Play games on any computer – without staff permission.
- Use chat lines or similar services.
- I will never give out my home address or telephone number or arrange to meet anyone outside school.

The above guidance applies to any type of computer equipment that you may use. In relation to Electronic mail and the Internet, misuse also includes using electronic Media for creation, use, transmission or encouragement of material, which is:

- Illegal, obscene or libellous.
- Offensive or threatening.
- Defamatory, false or misleading.
- Infringes another person's copyright.
- Transmits unsolicited commercial or advertising material.
- Violates other people's privacy by the use of confidential or sensitive information.
- Wastes network and staff resources.
- Disrupts other users' work in any way, including by viruses or data corruption.

I understand that the school will monitor my files and check the records of the sites I have visited on the Internet.

The above is not an exhaustive list but is an indication of the types of conduct that will result in disciplinary action and possibly exclusion.

You are reminded that you are always subjected to the Data Protection Act 1998, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988

The School reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment