

ICT Policy

The school has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission before revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.

- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and floppy disks will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- ‘Chat’ activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons ‘chat’ rooms should be avoided.
- People you contact on the Internet are not always who they seem. Always ask a parent/guardian or teacher to go with you if you need to meet someone who you only know from the Internet or via email.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Reviewed January 2016

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