Internet Code of Practice and Acceptable Use Policy

This applies to all users of ICT at the school

The school computer system provides internet and email access to students and staff who are expected to be responsible users of these resources at all times and misuse could result in a withdrawal of access.

This internet code of practice and acceptable use policy will help protect staff and students by clearly stating what is acceptable and what is not.

The following expectations apply at all times:-

- Access must only be made via 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 student's education or to staff professional activity.
- Users are responsible for emails they send and for contacts made.
- Email should be written carefully and politely. As messages may be forwarded, email s are regarded as public property. The use of any threatening, sexist, racist or obscene language is not allowed.
- Unauthorised downloads to the school system are not permitted this includes executable files, music or video files.
- Anonymous messages and chain letters must not be sent.
- The use of online messaging or social media is not allowed unless they are of an educational theme and staff supervision is given at all times.
- The school ICT systems may not be used for private purposes, unless the Head teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of access rights to the system or any part of it.
- Any user that is found to be attempting to bypass the schools internet or network security features will lose access to the schools networks and internet.
- All removable devices should be virus checked prior to use to minimise risk. Knowingly trying to install a virus on the network system will result in the loss of access rights to the system or any part of it.
- The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.
- All pupils using the ICT network will have these rules explained in full.

Headteacher. Dr Sally Coulton