

HEBBURN COMPREHENSIVE SCHOOL

ICT Acceptable Use Policy Pupil Guidelines

The computers are provided and maintained for the benefit of all pupils. You are encouraged to use and enjoy these resources and help to ensure they remain available to all. You are responsible for good conduct using the resources and the Internet. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Computer/Network Rules

- You must not install or attempt to install programs of any type on the computers.
- You must not damage, disable or otherwise harm the operation of computers, printers, etc.
- Only use the computers for educational purposes. Activities such as buying or selling goods (e.g. ringtones) are inappropriate.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.
- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- Computer storage areas and removable media are not private. Staff may review your files and communications to ensure that you are using the system responsibly.
- Only use printers with staff permission.
- The storage of music and video files is not permitted unless directly concerning school work.

Internet

- You should access the Internet only for study or for school authorised and 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.
- You must not engage in 'chat room' activities or access 'user group' bulletin boards. These activities take up valuable resources, and you can never be sure who you are really talking to.
- Never give out personal information such as your address or telephone number, or arrange to meet people who you only know from the Internet or via e-mail. People you contact on the Internet are not always who they seem.

E-mail

- Do not send 'spam' e-mails or e-mails containing offensive, indecent or illegal material.
- Only open attachments to e-mails 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 and could damage the school network.
- If you receive an e-mail 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 e-mail containing content likely to be unsuitable for children or schools is strictly forbidden.

Please read this document carefully. Only once it has been signed and returned will access to the school network and the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations an exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Registration Group: _____

Pupil Name: _____ Pupil Signature _____

I have read and agree to this policy.

Parent / Guardian Name: _____ Parent/Guardian Signature _____