



IT Acceptable Use Policy: Student Version

Updated May 2017. Review to be undertaken May 2020

Introduction

We have an extensive network of computer equipment throughout the school which is used in all areas of the curriculum. To assist with this, e-mail and internet access is made available to all students but because of the potential for problems that this can cause, a code of conduct must be followed by all students while using the computer systems at Redborne Upper School. This code of conduct will be read and signed by all users of the computer systems.

Important points to note:

1. The use of the computer system is covered by the computer Misuse Act (1990). This means that any unauthorised use of the computer system is a criminal offence and so any violation of the Acceptable Use Policy will be treated appropriately.
2. All items connected to the computer system of the school, even temporarily, become part of the computer system of the school and so are subject to the same restrictions, even if the item belongs to an individual student.

Code of conduct:

1. I will only access the computer system with my own login and password, which I will keep secret.
2. I will not access, or attempt to access, other people's files, whether in their individual storage area or on any removable media.
3. I will only access, or attempt to access, shared areas I have been given permission to use.
4. I will only use the computers for relevant school work and homework.
5. I will not attempt to install programs or amend any settings on any school computer.
6. I will not attempt to bypass any computer policy in place on the school network.
7. I will not store any unauthorised files on the school computer system. This may include MP3, bat, cmd, exe, and swf files.
8. I will respect the rights of copyright holders and not store or access copyrighted material without permission.
9. I will use the Internet responsibly and I will only use e-mail for appropriate messages relevant to school, work or business.
10. Where Internet content has been blocked, I will not attempt to access it by other means.
11. The messages I send will be polite and responsible.
12. I will not give any personal information (e.g. home address or telephone number) of any person or arrange to meet anyone I have contacted online unless my parent, carer or teacher has given permission.
13. I will report any unpleasant, unsuitable or offensive material sent to me.
14. I understand that the school may check my computer files and may monitor the internet sites I visit and e-mails I send.
15. I will not use any school account to access on-line games without the permission of and supervision by a teacher.
16. I will treat computer hardware with respect and report any damage immediately.

Sanctions:

Parents will normally be informed where students who are in violation of this code. Students may be subject to sanctions in line with the school disciplinary system, and which may also include:

- Internet and/or e-mail bans;
- restriction in user area size;
- temporary or permanent system bans.

Signed: Print name (Student) Date:

Signed:(Parent or Carer) Date: