

ICT Acceptable Use Agreement

The school's ICT facilities and the Internet connection in particular offer users abundant opportunities to access, develop and share information. To ensure the safety of those using the system and security of the network we are asking users to sign an Acceptable Use Agreement. This agreement has two sections.

Network:

- When using the school network, users should only log-on using their own user names.
- They should not reveal their password to others, or attempt to find out or use the passwords of other users.
- They should not attempt to access any other area.
- They should not harass, insult or upset others via the network.
- They should not attempt to access any parts of the network not intended for student use: e.g. system files/network management files.
- Attempts to damage the system in any way may result in banning from any use of the facilities, exclusion from school or criminal prosecution, depending on the magnitude of the transgression.
- Users should not attempt to load software/files onto computers without permission of the network administrators.
- Messaging facilities provided by the network should not be used – it simply wastes time and system resources.
- The school's resources should not be used to produce offensive material of any kind.
- Users should take care to avoid unnecessary use of paper – always proof read work before printing.
- School network administrators maintain the right to examine the files contained within any user's area and otherwise observe users' activities.
- Abuse of the network and ignoring the guidelines in this policy will result in disciplinary action.
- Students should not store content on their user areas that is not directly relevant to their academic studies. This includes, but is not limited to, games, music and films.

Internet

E-mail

- The email system should not be used in lessons without permission.
- Emails should not contain offensive content, including obscene comments, images and sexually explicit, racist, bigoted or hateful material.
- Users should never reveal personal information they wouldn't want a stranger to know – for example: name, address, telephone number, etc.
- Users should never agree to meet any stranger with whom they have communicated on-line.
- Attachments – files sent with emails should be very carefully handled. The system will limit the size and type of attachment. If they receive an attachment on an e-mail, users should only open them with permission and after virus checking. Users should NEVER open an attachment with a name that ends in “.exe”
- Users should never send photographs of themselves or others via the network/internet.

Web browsing

- Our Internet connection uses a filtering system, but no member of the school community should attempt to access websites that contain material of an offensive nature.
- Anyone who accidentally accesses and unsuitable site , or finds information that makes them uncomfortable, should report it to their teacher or the network manager so that access to it can be prevented in the future.
- Users are warned to not necessarily believe what they read on the Internet.
- The main use of the network and the Internet connection will be for academic purposes – recreational use will be of a limited and controlled manner. Internet gaming will not be allowed. Users should not access chat rooms via the school Internet connection.
- Students should not attempt to download large files.
- Students are not permitted to use the school's Internet connection for ordering goods or services regardless of their nature.
- Copyright of materials (images etc.) must be respected.