

# ICT Policy

## Guidelines for the acceptable use of the school's ICT facilities

### Access and use:

#### **It is unacceptable to:**

1. Use or attempt to use any other user's password.
2. Access or attempt to access any other user's folders, files or work
3. Share your password with any other user
4. Enter or attempt to enter any network system other than by the password protected access route
5. Enter or attempt to enter the operating system of any stand alone PC.
6. Attempt to alter and/or destroy any data
7. Add or attempt to add any software to any PC or network unless specifically permitted
8. Create or intentionally pass on any computer virus
9. Print unnecessary material
10. Eat or drink near any computers
11. Move any computer or interfere with any connections to other equipment

#### **It is expected that:**

You will tell a member of staff immediately if there appears to have been unauthorised access to your folders, files or work, or if you are aware of any occurrence which could interfere with the operation of computers or the network.

### Communications – including use of the Internet:

#### **It is unacceptable to:**

12. Access Hotmail or other messaging services unless specifically permitted to do so
13. Access chat rooms
14. Access or attempt to access sites which the school would regard as unacceptable. If in doubt you should consult a member of staff.
15. Download or attempt to download games, simulations, programs or other software, or inappropriately large files
16. Use your email account for communications not related to school work or activities
17. Be impolite or use inappropriate language in your communications with others
18. Initiate or take part in any junkmailing activity
19. Produce flyers, brochures, posters and other materials not related to school work or activities

#### **It is expected that:**

You will tell a member of staff immediately if a suspicious or unusual communication is received or if it appears that inappropriate websites, banners or popups are accessible or visible.