

## Acceptable Use of ICT in Schools

The use of computers, the Internet and associated hardware and software in school is today an essential element in the enhancement of a student's learning experience. With the benefits that come from accessing such a wealth of information and education resources comes the responsibility for all concerned to act in an acceptable and appropriate manner in accessing, using and sharing the equipment and materials available.

The guidelines under which the school operates in making these valuable resources available to students are detailed below and we ask for your son's agreement to abide by those guidelines, and for your acknowledgement of your son's responsibility to do so.

For the school's part, we have put in place as much protection as possible by way of filtering systems, password security, firewalls and monitoring of use. Many of you will be aware that no Internet security systems are fool proof. For this reason, we will take any infringement of our guidelines seriously, and will take action as necessary – this may include withdrawing access to the school's network and the Internet.

### Guidelines for the Acceptable Use of the School's ICT Facilities

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

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

#### **Communications – including use of the Internet:**

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

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

#### **Use of Streaming Websites:**

Streaming media is used to enhance teaching and learning within the school. Streaming is the method for which media content, most commonly video and audio, is delivered to an end-user. The media is stored on a computer or server and, via the Internet, played back on another. YouTube is a popular example of a streaming media website.

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

- View, create, access, download or publish material that is pornographic, libellous, defamatory, offensive, racist or obscene
- View, create, access, download or publish material that is copyrighted without permission

#### **When Using the School ICT Facilities 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.
- A suspicious or unusual communication received or if it appears that inappropriate websites, banners or pop-ups are accessible or visible.
- Media content uploaded or accessed which could be deemed as illegal or inappropriate for the intended audience.