



## ACCEPTABLE USE POLICY: COMMUNICATIONS TECHNOLOGY

### Student Agreement

The computers are provided and maintained for the benefit of all students. You are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You agree to behave responsibly with all equipment wherever it is in school. Remember that access is a privilege not a right and inappropriate use will result in that access being withdrawn.

### Equipment – You agree ...

- not to damage, disable, or harm any computers or equipment;
- only to use the computers for school work;
- that you will make sure that memory sticks have no viruses and nothing on them that breaks school rules;
- to report any accidental damage immediately to a member of staff;
- to report any bad use of equipment to a member of staff.

### Security and Privacy – You agree ...

- to protect your work by keeping your password to yourself; never use someone else's logon name or password;
- to never give your home address, telephone number, school name, or picture on the internet;
- not to use the computer to bully, upset, insult or offend anyone;
- not to try and alter security settings on computers;
- that the school will monitor your accounts, emails and memory sticks to make sure you are using the system appropriately.

### Internet – You agree ...

- to only use the internet for school work and activities;
- not to access or download anything which is illegal or obscene or offensive;
- not to access other users' accounts or work without permission;
- only to use chat rooms provided by the school.

### Email – You agree ...

- to use email sensibly;
- not to use email to bully, upset, insult or offend anyone;
- to only open attachments in emails if they come from someone you already know and trust;
- to report any bad use of email to a member of staff.

Read this document carefully. **IT IS IMPORTANT.** You need to accept it to be able to access the network. If you break the rules you will be locked out of your account. If you misuse the internet your access will be blocked. We will always contact parents/carers if you break the rules!

**I know that anything I share online may be monitored.**

**I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**