

# Acceptable Use of ICT



We have ICT systems to help with your learning; they must be used in a safe and responsible manner.

## Guidance for Students: Using the Network

- Choose a good password
- Never leave a computer logged in and unattended
- Don't save any copyright material to your work area without permission
- Only access websites or material appropriate for work in school
- Only use email for work in school
- Make sure all content and language used in emails is appropriate
- Only connect to the network using equipment approved by the school's ICT Network Team
- Do not tamper with or misuse any of the school's ICT equipment
- Please do use USB memory sticks but make sure you check for viruses and back your work up regularly

## Not permitted:

	Use of games websites	Entering ICT rooms without a teacher
	Using other people's accounts	Running software from a portable medium (e.g. USB stick)
	Downloading or installing software on the school system	Downloading or viewing multimedia without permission
	Attempting to bypass filtering systems	Inappropriate use of the internet or email

## What the school does:

- We monitor all activity on the network
- We monitor all email and internet traffic
- We monitor all files stored in every area of the school network
- We try to provide and maintain the best ICT facilities equipment we can

Any user who does not stick to the Acceptable Use Policy can be banned from email, internet access, or access to the network altogether, as well as receiving school sanctions including detentions and exclusions.