School Policy 05b – ICT Acceptable Use

The school has a policy for the acceptable use of ICT. It includes the following points regarding etiquette and privacy of emails and internet:

1. Be polite – never send or encourage others to send abusive messages.
2. Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. Do not use language that could be calculated to incite hatred against anyone.
4. Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
5. Password – do not reveal your password to anyone. If you think someone has learned your password then contact a member of the ICT Services team.
6. Electronic mail – Is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
7. Disruptions – do not use the network in any way that would disrupt use of the network by others.
8. Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
9. Should staff or students find unsuitable websites through the school network, the ICT Services Team should be notified immediately with the web address.
10. Do not introduce external media into the network without having them checked for viruses.
11. Do not attempt to visit websites that might be considered inappropriate. (Such sites would include those relating to illegal activity). All sites visited leave evidence on the network, if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
12. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
13. Use of the School's Wi-Fi network is a privilege, not a right.
14. Files held on the school's network will be regularly checked by ICT Services.
15. It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in the school's Acceptable Use Policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.
16 Permission must be sought before any data of a sensitive nature (lists of names of pupils etc.) is taken from the school site, and this data must be encrypted during transportation.