<u>ICT Acceptable Use Policy</u>

Farmor's School is committed to providing ICT facilities (including internet, email and the school's learning platform) to students and to promoting student awareness of the benefits and dangers involved. Infringement by students may result in the withdrawal of access to hardware or software and in serious cases (particularly those that break the law) students may be excluded and referred to the police. Improper use of the internet or email could bring the school into disrepute and may lead to legal claims against individuals and the school. A copy of this policy is displayed around the school and is available on Kaleidos.

<u>Computer network</u>

- You must not install, or attempt to install, programs of any type on a machine, or store programs on the computers or network, without permission.
- You must not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
- You will not use the network for commercial purposes, e.g. buying or selling goods.
- You must not disclose your password or use passwords intended for the use of others.
- You must not use the network in a way that may harass, harm, offend or insult others.
- You are expected to respect and not attempt to bypass security in place on the network.
- You must not access, copy, remove or otherwise alter other people's work, or attempt to alter the settings on the computers.
- You may not plug *any* personal device into the mains power, either to use it or to charge it

<u>Internet / Email</u>

- You must access the internet only for study purposes or school authorised activities.
- You must not use the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- You are expected to respect the work and ownership rights of people outside school as well as students and staff. This includes abiding by copyright laws.
- You must not engage in chat activities over the internet whilst at school.
- You should be aware that messaging services available outside of school are open forums and subject to public scrutiny. Any incidents of abuse, discriminatory or defamatory statements or anything that might damage the good reputation of the school will be dealt with as serious acts of misconduct and will follow the same e-safety procedures as outlined on the reverse.
- You will not give personal information such as your address or telephone number to those who you contact through use of the school's ICT systems.

<u>Sanctions</u>

- Violations of these rules will result in the withdrawal of access to all ICT resources and a letter will be sent home to your parents/ guardian explaining the reasons for withdrawal.
- Additional action may be taken by the school following the procedures outlined on the reverse.
- Serious violations will result in the police being involved and / or other legal action taken.

....

I have read and accept the rules above for the use of the ICT network at Farmor's School

Name (Printed): _____   Tutor group: _____

Signature: _____   Date: _____

Please return this form to the IT technicians