



Acceptable Computer and Internet Use Policy

PUPILS

Using the computers:

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files or use their login details;
- I will not bring in CDs, DVDS, USB or Flash drives from outside school and try to use them on the school computers without permissions;
- I will use all equipment respectfully.

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.
- I will use the Internet for educational and research purpose only.

Using e-mail:

- I will not access personal email accounts whilst in school.
- I will only use email accounts that are set up in controlled settings for the purpose of classroom practices.
- I will not give out any personal details to any 3rd parties.
- I will not send derogatory or offensive email messages.
- I will not attach inappropriate or offensive media to email messages.

I understand and agree to follow the policy:

Signature.....Date.....

Print Name:.....

FAILURE TO COMPLY WITH THESE RULES COULD RESULT IN THE REMOVAL OF INTERNET PRIVILEGES

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STAFF

Using the computers:

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files or use their login details;
- I will use all equipment respectfully.

Using the internet:

- I will report any unpleasant material immediately because this will help protect others
- I understand that the ICT Dept or Technicians may check my computer files and may monitor the internet sites
- I will not access personal information (bank accounts etc) whilst in school as details can be recovered by 3rd parties
- I will not open any unknown or suspicious attachments or executables (program files)

Data Transfer:

- I will not access personal email accounts whilst in school to send confidential emails
- I will only use encrypted USB Pen drives to transport confidential information.

Signature.....Date.....

Print Name:.....

