



ACCEPTABLE COMPUTER & 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 CDs, DVDS, USB or Flash drives into school & try to use them on the school computers.
- 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 myself & others.
- I understand that the school may check my computer files & will monitor the internet sites I visit.
- I will not complete & 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 & research purpose only.
- Irresponsible use may result in the loss of Internet access.

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 & agree to follow the policy conditions listed above.

Student Signature:Date:

Parent/Guardian Signature:Date:

This Protocol to be read in conjunction with the Safeguarding Policy and PREVENT.



**Acceptable Computer and Internet Use Protocol
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 understand that the ICT Dept or Technicians may check my computer files & will monitor the internet sites I visit.
- I will use the Internet for educational & research purpose only.
- 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 not use USB Pen drives to transport confidential information.

Mobile Phones:

- I will not use my own mobile phone to take or record any images of children or access information on children.
- I will keep my phone securely in a cupboard or locker and will only use in designated areas to which pupils do not have access.

I understand & agree to follow the policy conditions listed above.

Student Signature:Date:

Parent/Guardian Signature:Date:

This Protocol to be read in conjunction with the Safeguarding Policy and PREVENT.