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, PREVENT and Online Safety Policies

Reviewed September 2025

LARCHES
HIGH SCHOOL

ACCEPTABLE COMPUTER & INTERNET USE POLICY

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 Department or Technicians may check 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.

Signature: …………………………………………………………………..Date: ………………………..

Print Name: …………………………………………………………

This Protocol to be read in conjunction with the Safeguarding, PREVENT and Online Safety Policies along with the Staff Code of Conduct.