Computer and Internet Use Guidelines

Policy created:	Click or tap to enter a date.					
First Presented to Governors for approval:	Click or tap here to enter text.					
Proposed Review Cycle/Date:	Choose an item.					
Review History						
Date: Click or tap to enter a date.		**Date:** Click or tap to enter a date.		**Date:** Click or tap to enter a date.		
Key changes: Click or tap here to enter text.		**Key changes:** Click or tap here to enter text.		**Key changes:** Click or tap here to enter text.		
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Computer and Internet Use Guidelines

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school. The policy is available for viewing on our website.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff and students using Internet access should abide by these guidelines listed below:

• All Internet activity should be appropriate to staff professional activity or the student's education;
• Access should only be made via the authorised account and password, which should not be made available to any other person;
• Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
• Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
• Use for personal financial gain, gambling, political purposes or advertising is forbidden;
• Copyright of materials must be respected;
• Posting anonymous messages and forwarding chain letters is forbidden;
• As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
• Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Relevant documents

ICT security Policy Annex A – internet use policy

ICT security Policy Annex C2 – Pupil email agreement