



The school provides various forms of Information Communication Technology for student use. It offers access to a vast amount of information for use in studies, and moves us closer towards the global classroom concept, offering great potential to support the curriculum.

Students are encouraged to use and enjoy ICT resources in such a way that they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Internet

- Access is only permitted for study or school authorised/supervised activities.
- It is not permitted to obtain, download, sent, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Students must respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright laws.
- “Chat” activities over the Internet are forbidden. This takes up valuable resources which could be used by others to benefit their studies.
- Students should not arrange to meet anyone unless accompanied by their parent/guardian/teacher. People you contact online are not always who they seem.

Email

- The sending or receiving of email in schools is permitted only for school authorised/supervised activities and should be restricted to c2k email accounts only.
- Please be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not permitted.
- Emails may contain materials likely to be unsuitable for children and our filtering procedures may not always guarantee the blockage of these materials. This applies to any material of a violent, dangerous, racist, or inappropriate content. Any such instances should be reported to a member of the teaching staff immediately.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.

Equipment

- Programs of any type should not be stored or installed on any computer without permission.
- Students should do their utmost to look after all ICT available and not damage, disable or otherwise harm the operation of computers, or intentionally waste resources.
- Files brought in on removable media (such as floppy disks, CDs, flash drives etc) should only be opened when they have been checked with antivirus software and found to be clean of viruses.
- Mobile equipment such as laptops, PDAs etc should only be connected to the network when they have been checked with antivirus software and found to be clean of viruses.
- It is not permitted to eat or drink near any ICT equipment.



Security and Privacy

- Do not disclose your password to others or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture unless you are given permission to do so by a parent/guardian or teacher..
- ICT should not be used in any way that could harass, harm, offend or insult others.
- Respect, and do not attempt to bypass, security in place on the computers or attempt to alter the settings.
- Computer storage areas and removable media will be treated like school lockers. Staff may review files and communications to ensure that users are doing so responsibly.

Please read this document carefully. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.