

# Robertsbridge Community College Computer Acceptable Use Policy

## Disclaimer

The computer systems are owned by the school and are made available to staff, students and community learners to support and enhance education. Robertsbridge Community College will endeavour, wherever possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way.

This agreement has been drawn up to protect all parties. Anyone who fails to comply, or who acts in a way which may be deemed inappropriate or irresponsible, may lose access rights to the school computers. In the case of pupils, parents/carers may be informed. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

## **Anyone who uses the School computer system must read this agreement carefully.**

- I will only access the PC network, school Intranet and VLE with the user name and password which I have been given. I agree not to share this information.
- I will not allow the use of my computer account by any other person other than Network Manager.
- I will not access other people's files unless through shared work areas. (Except when authorised by the head teacher.)
- Any use of the computers will not involve any activities which would be damaging to the school or its reputation.
- I will only send or receive materials or data, which is polite and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment
- Pupils will only use e-mail with staff approval and will not give out personal information on line.
- I will report any unpleasant material or messages sent to me or accidentally accessed by me. I understand my report would be confidential and would help to protect everyone.
- I understand that the school may monitor my computer use, check any data held on the school network at any time and may monitor the Internet sites I visit.
- I understand that the school reserves the right to delete any files that may be held on its computer systems.
- I will not download anything via the Internet that may threaten the school ICT systems.
- If issued with a laptop computer I agree to bring it into school, as requested.
- No software should be installed through any medium without first discussing this matter with the ICT Network Manager.
- I will not use school computer equipment to play violent games
- I will respect the legal protection provided by copyright and licence to programs and data
- I will not plagiarise works that I find on the Internet or other sources (plagiarise is taking the ideas or writings of others and presenting them as if they were yours)