

## **Information and Communications Technology Department Acceptable Use Policy (AUP) for Computer Usage and Internet Access**

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### **Introduction**

St Mary Magdalene Academy (SMMA) has drawn up this policy so that the Academy, its students and their parents/carers can know what is, and what is not, expected of them regarding the use of the Academy's ICT facilities. This policy is based on elements from those produced by other schools, guidelines given by the National Grid for Learning (NGfL) and our own requirements.

### **Policy**

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students 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 Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

### **Equipment**

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers.
- Do not waste resources, particularly printer ink and paper.
- Do not eat or drink near computer equipment.

### **Security and Privacy**

- Do not give 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.
- Do not use the computers in a way that annoys, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers; do not attempt to alter the settings.
- Computer storage areas, flash memory devices and other removable media may be inspected by members of staff to ensure that users are using the system responsibly.

## Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to view, download, send or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet.
- Never arrange to meet anyone. People you contact online are not always who they seem.

## Email

Although you may have your own email address, for the duration of your time in SMMA you will be given a "SMMA" email for your use.

**Do not use Hotmail, Yahoo or any other web-based email in school. Only the SMMA Webmail System may be used.**

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 allowed.

**NEVER OPEN ATTACHMENTS TO EMAILS** unless they come from someone you already know and trust **and they are expected**. They could contain viruses or other programs which could damage or destroy all the information and software on your computer.

The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

**Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. 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.**