

# THE JOSEPH ROWNTREE SCHOOL

## COMPUTER ACCEPTABLE USE POLICY

MARCH 2013



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## COMPUTER ACCEPTABLE USE POLICY

### Code of Practice for the Acceptable Use by the Students of the School's Computer Equipment and the Internet

The computer system is owned by the school and is made available to the students to further their education. The school has a duty of care for the protection of its students. This code has been drawn up to exercise that duty and, in so doing, to protect the equipment and all parties involved – the students, the staff and the school.

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

- Students must show respect for the equipment and ensure that no damage occurs while they are using it.
- Students should only log on to the school network using their own authorised user name and password which should not be made available to any other person. Students are responsible for their own password security. If students suspect that their password has been compromised, they should inform one of the ICT staff.
- Activities which threaten the integrity of the school computer systems or activities which attack or corrupt other systems should not be carried out.
- Students should use the school printers only for valid educational work – any unauthorised printing must be paid for.
- All Internet activity should be appropriate to the student's education or leisure interests and should not include chat lines or social networking sites.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Users are responsible for all e-mail sent by them and for contacts made that may result in e-mail being received. Personal and school/home contacts should not be given.
- 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.
- Foul or otherwise inappropriate language in e-mails or documents etc is forbidden.
- Students contravening this Code will be punished. Sanctions will depend on the seriousness of the offence and will range from being banned from using the computers to exclusion from school.
- Students and parents must sign their acceptance of this Code before Internet access is granted.

***Approved by Governors March 2013***