



## Acceptable Use Policy

The staff and students at the school must adopt a common sense approach to the use of IT. This approach must have an equal focus on courtesy towards other users as it does towards legal requirements.

The IT facilities at the school are intended to be used solely for educational purposes by the staff and students. Users of the IT facilities must expect to face disciplinary action, exclusion and/or legal action if their use is deemed inconsiderate or inappropriate.

Here is a list of acts that may be deemed as inconsiderate or inappropriate:

- to use the IT facilities to intimidate or offend
- to access/send/download sexist/racist/defamatory/obscene/violent material using the school's IT facilities
- to deliberately introduce viruses and/or malware onto the school's network
- to violate the privacy or other users or disrupt them using the school's IT facilities
- to steal IT equipment, cause it wilful damage or use excessive force with it
- to use the school's computers to conduct private business, advertising or use it for political purposes
- to attempt to repair or upgrade any of the IT equipment, without the consent of the Network Manager

This is not intended be an all-encompassing list, but rather an indication of the sort of act that would lead to action taken under the Disciplinary Code and Procedures.

In logging onto any of the computers on the school premises you are agreeing to the terms and conditions laid out in this document.

**REMEMBER!** Your username and password is confidential and should not be shared with any other person. Any inappropriate acts carried out using your user account is your responsibility so ALWAYS ensure you log off when finished.