



Acceptable Use of IT Policy

Rules

Access to the School's computer networks and the use of computing facilities owned by the School are conditional on observance of the following rules:

- Users will always behave in a sensible, mature way, respecting others at all times;
- Only log on using their own username and keep their password secret;
- Report any suspected breach of network security to a member of staff;
- Use the school computer network for School-related work only;
- Always be courteous and use appropriate language both to those around them and those they contact through the network;
- Never seek to harass or abuse fellow students or members of staff through the use of obscene or offensive language or images;
- Check the copyright status of items to be downloaded – if unsure check with a member of staff;
- Use any downloaded material in an appropriate manner in their work, always identifying its source; and
- Log out on completion of activity at a workstation.

Responsible Internet Use

In the course of the school day, users will not:

- Enter chat rooms;
- Play web-based games;
- Leave stations unattended whilst connected to the internet; and
- Use the internet for any purpose that could be deemed inappropriate.

Please note that use of the school's network is monitored and inappropriate use may result in disciplinary action.

This policy will be reviewed annually

This policy will be reviewed annually	
Title	Acceptable Use of IT Policy
Version	2
Date of Review	Summer 2019
Author	Robert Teague, Headmaster
Approved by SMT	Yes
Approval required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	No
Next Review Date	Summer 2020