

ACCEPTABLE USE POLICY
FOR USE OF THE SCHOOL'S INTERNET FACILITIES

This Internet Acceptable Use Policy applies at all times, both in and out of school hours, whilst using school equipment. Internet access is provided for you to conduct research and communicate with others but only on the understanding that you agree to comply with this Policy. This Acceptable Use Policy is not intended to be exhaustive - at all times you must use the Internet in an appropriate and responsible manner.

THE ACCEPTABLE USE POLICY

You must:

- Only access sites which are appropriate for use in school. *This also applies outside lesson time*
- Be aware that your actions on the Internet can be seen by others and may be monitored to ensure compliance with this Policy.
- Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*
- Treat others as they would expect to be treated, *e.g. show respect and be polite*
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail
- Respect copyright and trademarks. *You should assume that the words and pictures you see on an internet site are subject to copyright legislation unless the website indicates otherwise. Such words and pictures cannot be copied and reused without the copyright owner's permission.*

You must not:

- Send, access or display offensive messages or pictures
- Send or display bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Intentionally waste resources
- Use Chat rooms
- Download files

Please note:

You must always log out when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to comply with this Acceptable Use Policy may result in loss of access. Further disciplinary action may be taken if appropriate, and may result in exclusion. If applicable, external agencies may be involved. Certain activities may constitute a criminal offence, and steps will be taken to recover any financial loss to the school.