

Hanson Academy

**Student Acceptable Use of ICT
Policy**

June 2010

The Policy

Using School Computer Equipment

School computer equipment must at all times be treated with both care and respect

No drinks or food to be on desks near computers

Access must only be made to school computer system with users own authorised username and password

Students must have staff permission to use computers in school

Passwords must be kept confidential

Students must report any know breach of password confidentiality to their ICT teacher or ICT technicians

Any activity that threatens the integrity of the school ICT system or attacks other systems is forbidden

Sites and materials accessed must be appropriate to use in school. Accessing inappropriate sites may have severe consequences. This includes sites that are pornographic, or incite hatred towards others.

Users are responsible for email sent from their account and for out of school contacts made that may result in emails being sent to their account

Emails must use the level of good language expected of letters or other media

The computer system must be used in such a way as maintains the good name and reputation of Hanson School and its students

The normal rules of social interaction apply to email or other electronic activity. Use of the school network for anti social behaviour such as bullying or harassment will be taken extremely seriously.

Posting anonymous messages is forbidden

Copyrighted materials and intellectual property rights must be respected

The school reserves the right to examine student user accounts, student email accounts and student email usage that makes use of school equipment or software.

I agree to abide by the terms of the Acceptable Use Policy _____

Policy Written June 2010

Endorsed by Senior Staff
Governors

Policy implemented September 2010

To be updated Annually

Last Updated July 2010

Signed by Chair of Governors:

Date: