

## ICT – Acceptable Use Policy

The computer system is owned by the School and is made available to pupils to further their education, and to Staff for the exercise of their professional duties. It is recognised that the system will also be used for recreational and personal purposes but this is not its primary function. In all cases the School reserves the right to examine or delete any files held on the system and to monitor any internet use.

The Aim of this policy is to ensure that the use of the School's computer systems is in line with the Aims of the School, and that all users are safe and mature in their use.

- Access should only be made via the authorised account and password, which should not be made available to others.
- Accessing others' files is forbidden without their express permission.
- Activity that threatens the integrity of the School's systems, or that attacks or corrupts other systems, is forbidden.
- Memory sticks and other storage devices must be used responsibly and only with permission from a member of staff.
- Users may not use computers in school for writing email that is in any way hurtful or offensive, nor may they produce web materials which are similarly hurtful or offensive.
- Users may not access material that is, or may be considered by any member of the school community to be in any way ill-mannered, obscene or offensive for any reason to any member of the school community.
- All girls should report inappropriate use of the internet to a member of Staff. In the case of inappropriate use by a member of Staff the Deputy should be informed.
- All laws of copyright should be respected.
- Use of computers for personal financial gain, gambling or advertising is not allowed.

- At break, lunchtime and after school, those using computers for the purposes of academic work have the right to supersede those using computers for recreation.

*Review of this Policy is next due in September 2011*