



# Clarendon Academy

## Student Guidelines for Internet and Computer Use

The computer system is owned by the Academy. These guidelines are to help to protect students, staff and the Academy by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of internet access and loss of access to the Academy network.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Academy computer and internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unintended readers. Users are responsible for e-mail they send.
- Attempts made to bypass the internet filtering system will breach the acceptable user policy and will be reported to the headteacher for action.
- The Academy monitor all internet use; access to illegal sites will be reported to the police.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Access to the Academy network and internet is provided for you to carry out recognised Academy work. This provision will only be made on the understanding that you agree to follow these guidelines.

- Computer (file) storage areas will be treated as Academy property. ICT staff may look at files and communications to ensure that the system is being used responsibly. Users should not expect their work and e-mails to be private.
- You should also be aware that a member of the ICT staff could view your computer screen, from the Academy network without your knowledge, at any time.
- If e-mail is suspected to have been used inappropriately, the Academy reserves the right to review and monitor individual accounts.
- Users are responsible for good behaviour. General Academy rules apply whilst using the computers.
- Eating, drinking, grooming or the use of aerosol sprays near a computer may cause serious damage and are strictly prohibited.
- Do not use another person's password. If doing shared work you should e-mail a copy to your own work area.
- Do not reveal your password to anyone. If you think someone knows your password, then change it.
- Programs must not be loaded or installed on a computer except by ICT Support Staff. Do not bring programs in on removable media, e-mail or download them from the internet.
- The internet is provided for users to conduct genuine research and communicate with others. All the sites you visit are recorded.
- During lessons, teachers will guide pupils toward appropriate materials. Outside lessons, families bear this responsibility.

▪  
**You are not permitted to:**

- Download any files without permission.
- Use Instant Messengers (e.g. AOL IM, Yahoo Pager, MSN).
- Use Chat, play games, use mobile ring tones sites or SMS sites.
- Use web mail, other than that provided for your Academy account.
- Use obscene or offensive language, (online, e-mail and phone text) remember communication should be polite to maintain the good reputation of the Academy.
- Take and use images of pupils and or staff without their prior consent.
- Seek out any offensive material.
- Complete mailing lists or subscription forms on the internet for personal use.
- Violate copyright laws. (Never copy and make use of any material without giving credit to the author. Copyright, Designs & Patents Act 1988).