# ICT Acceptable Use Policy Students

| Governors Committee | Finance, Audit & Risk Committee |
|---|---|
| Review period | Annually |
| Date of review | Spring 2024 |
| Date of next review | Spring 2025 |

**THAMESMEAD SCHOOL - ICT ACCEPTABLE USE POLICY**

This policy is to protect all parties, the school, its staff and its students. Please read this carefully. Any violations of this agreement will result in access to the System being revoked and the application of further sanctions deemed appropriate by School staff.

The School Computer System is owned by the school and is available to students to enhance their learning, and for staff to assist their professional activities. The system includes ALL PC and laptop hardware and software, network switches, cabling and data socket outlets, and all cabinets, desks, tables and trolleys where these are installed.

The School uses real-time monitoring software to make sure our computers and other school systems and equipment are used appropriately, legally and safely. We reserve the right to examine any files that are held on the computer system, monitor websites visited, intercept e-mails and delete files as appropriate, in circumstances where it is deemed that there has been inappropriate, unauthorised or unlawful use of the system.

Users must:
• Treat all computer equipment with respect
• Access the system using only their own personal login and password
• Keep their password secret and inform staff if they suspect someone else knows it
• Save all files in their own user area
• Report any faults to an appropriate member of staff
• Always log off at the end of a computer session
• Print responsibly – use print preview to check number of pages
• Use the internet appropriately according to students learning needs and staff professional activity
• Check all files created outside school for viruses
• Maintain correct language in e-mails

Users must NOT:
• Alter or delete settings on school computer equipment
• Introduce unauthorised software onto school computers or network
• Eat or drink on or around computers
• Use school computer equipment for playing games other than when allowed to by staff
• Use school computers to access Bulletin Boards, Chatrooms, Forums and Instant Messaging systems

**E-mail**
We provide each student with an individual school email account using MS Outlook, students are expected to use for all school related activities especially when an email is required to login to a learning program. Access to personal internet-based email, e.g. Hotmail, Yahoo etc. is available for student, but they are expected to make use of this in a responsible manner. It will be monitor while being accessed in school. The sending or receiving of any email containing inappropriate material is strictly forbidden. This material includes pornography, unethical or illegal requests, racism, sexism, bad or inappropriate language and anything likely to cause offence. Disciplinary action will be taken in all cases. Large volume email sending (spamming) is also banned.

**Vandalism**
Vandalism of the School Computer System is defined as any attempt to harm or destroy any item of system equipment or data or that of another user. This includes, but not limited to, theft, virus

creation or replication, wilful damage, deletion or modification of system or other user data and defacing system hardware.

Anybody caught vandalising the system will have their access revoked and will face further punishment including paying for the damage caused.

**User Areas**

User areas are for the storage of coursework only. All non-coursework related material, such as audio/video files, .exes (games etc) and applications is banned. Music content is NOT allowed to be stored on user areas. It takes up valuable space and is also illegal as it constitutes an infringement of copyright. User areas will be scanned periodically and any such files found will be deleted. Any user found to be copying music regularly will face disciplinary action and have their access revoked.

**Miscellaneous**

Any students found to be posting any material on public systems outside of school that bring Thamesmead School or its staff into disrepute, or is in any way deemed to be defamatory or offensive will face disciplinary action by School staff. The matter may also be passed to the Police if the situation warrants it.

Students full names and other details will never be stored together with their pictures on any publicly accessible area. This includes the school website and is to protect students.

**Computer Misuse Act 1990**

Thamesmead School is covered by this act. It recognises three key offences:

1. Unauthorised access to computer material
2. Unauthorised modification of computer material
3. Unauthorised access with intent to commit or facilitate further offences

If the School deems that any of the above offences have occurred, it may notify the Police. Penalties include fines AND imprisonment.

The School operates an online real-time scanning system which scans students' desktops, monitors online activity and reports inappropriate system use to School's designated Leadership Team members for further action. I agree to comply with the school's ICT Acceptable Use Policy and any new versions which are available to view on the school's website.


Student's Signature…………….....................................................................

Date..........................................