

IT POLICY



don't abuse

I am responsible for my files and understand that the school will check my files and monitor the sites I visit.

I will not access other people's files, email accounts or VLE space.

I will use the school email system sensibly and will only email people I know or my teacher has approved of.

I will only access the network and, email and VLE with my own login and password which I will keep secret.

My emails will be polite and sensible

I will not give out any personal information in my emails e.g. home address or telephone numbers or arrange to meet someone.

I will only enter sites on the internet that are relevant to my study or have been sanctioned by my teacher.

I am aware that every time I log on to the school network I must agree to the school AUP and I will be monitored by the SECURUS system.

I am aware that using proxy bypass sites will result in my internet privilege being removed.

I will only use the computers for school related study.

I will not tell my password to anyone and realise that if I do my network privilege will be removed.

I am aware that I will be charged for excessive printing.

I will not rearrange any of the hardware. I will always consult the ICT support team to do this.

I will not try to install any software on the network or client machines

I am aware that all the e-learning resources I have available have been provided to help me learn and I should look after them and take all the steps I can to keep them safe and for my own use.