

Safe Computer Use



We want to be able to provide students with excellent IT facilities to support their school work and we want to help them to stay safe on-line.

Students need to play their own part in this. For the most part this means sticking to the same sort of common-sense rules that apply to all of our behaviour at school. Specifically:

- Keep your log-in and password secret
- Never walk away from your PC while you are still logged on to it; if you do need to leave it for a short while lock it (Windows key + L)
- School computers are for school work
- Visiting chat rooms, playing internet games and emailing games to one another are not allowed
- Emails and electronic documents should be sensible, polite and schoolwork-related. If they are not then you may be breaking the law as well as the school rules
- Cyber-bullying will not be tolerated here
- While in school your use of the internet should only be as directed by your teachers. Students should not use the internet to access resources they have not been asked to by a teacher, to hide their identity, to get around safety and security filters, or to spread malicious content. These actions can leave you in breach of the law as well as in breach of school rules
- Downloading and/or saving copyright material is against the law as well as against the school rules
- You must not attempt to access parts of the school computer network that you have not been asked to by a teacher, to hide your network identity, to get around safety and security filters, or to spread computer viruses. These are against the law as well as against the school rules
- Do not give out personal information in emails, such as addresses or mobile phone numbers, and do not arrange to meet people you don't know
- Do not interfere with other people's work or files
- Printers, like computers, are for school work only

If you do not observe these rules then the school's behaviour policy sanctions will apply and your access to computer facilities may be suspended or cancelled. This can affect your schoolwork, but we cannot allow silly actions by one student to threaten the availability of computer facilities to all students

If you are not sure whether what you want to do is OK, just ask first