CLAVERHAM POLICY FOR THE ACCEPTABLE USE OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

The College is committing increasingly large resources towards ensuring that pupils, adult students and staff benefit from ICT facilities that are of a high standard, reliable and readily available. It is important that **all** users of Claverham's computer network appreciate that enjoyment of these facilities is accompanied by responsibilities that must be taken seriously. The purpose of this document is to clearly define these responsibilities.

1. Users must treat all equipment with appropriate care at all times.
- Food and drink must not be consumed around any computer system.
- Keyboards and mice are essential components of every computer system. Users must not tamper with them or move them between computers. Inform a member of staff if there is a problem.
- Printers are complex pieces of equipment. Pupils may refill them with paper when necessary when supervised by a member of staff, but must never attempt to replace inkjet or toner cartridges.

2. Users may only access their own folders and the '*shared documents*' folders.
- No user is permitted to access other users' files stored on the network by using their password or any other means.
- Users may store or retrieve files on their own CD/DVD, USB flash drive ('memory stick') or memory card, but these must not be used to bring unacceptable material or any software into school.
- Offensive material of any type must not be stored in users' folders. Users should be aware that their network folders are not private and may be scanned for inappropriate or excessively large files, which may be deleted without warning and/or passed onto senior staff for further action.
- Users must keep their network password secure. This means it must **never** be revealed to another user. **The password is for your protection -** it stops other users accessing your work and impersonating you.

3. Users must not interfere with the operation of the network, a workstation or any installed software.
- No attempt may be made to alter network, workstation or software settings or configurations.
- Users must not attempt to install any other software from any other source - it can cause serious problems with existing software packages and make a workstation temporarily unusable.
- All software used within the College is subject to copyright and it is illegal for any user to take copies of any software package.

4. Internet access must not be abused in any way.
- Users must not knowingly attempt to visit web-sites containing offensive material, e.g. any site that is of a sexual, racist, or violent nature.
- Both inside and outside of school, users must not post or publish material concerning any members of the College community to external web-sites such as social networking sites *(Facebook, YouTube, Twitter etc)*.
- Users must not download files that have no relevance to their work in school.
- Users must not send any e-mail or other message that could cause offence or distress in any way. Users should be aware that **all Internet use is monitored and recorded**. E-mail messages sent using the College facilities are not private and are subject to scrutiny.
- Users must **never open** and should immediately delete e-mail attachments of unknown content. These are often computer viruses and could cause serious disruption to the network.

5. Consider the needs of other users.
In computer rooms at lunch times priority must be given to pupils working on examination coursework and other school work. Please do not occupy a workstation unless you really need to use it.

Any misuse of our computer network will be taken very seriously. Deliberate acts of vandalism or abuse will be referred to senior staff and may result in withdrawal of part or all access to the College ICT facilities and exclusion of the user(s) concerned. The time taken to repair problems resulting from a user's activities will be charged to them at the market rate. Any illegal activities may be referred to the relevant authorities.

Please make full use of the ICT facilities available around the College. We hope you will enjoy using them and develop confidence and expertise in using ICT in much of your school work.