



## LITTLE HEATH SCHOOL

Students are provided with access to the school network in order to enable them to carry out recognised school work. Access is however only granted on the understanding that students follow the sensible guidelines set out below. Students who abuse any rules may face sanctions, for example their account may be suspended or deleted. Any illegal activity may be reported to the appropriate authorities.

### SECURITY

- Students must only use their own usernames and passwords, and must keep them private.
- School systems must be used responsibly and only for learning purposes.
- Students must log off when they have finished working on a computer.
- Students must only use Little Heath authorised software on school equipment.
- Students must not use any form of proxy or other method to get round the school's web filtering.

### EMAIL, INTERNET, CHAT and FORUMS

- Students must only use their school email system in school, not their own personal accounts.
- Students must write all emails and messages in a careful and polite way to all people.
- Students must take responsibility for any emails sent from their email account.
- Students must use the internet responsibly and only with permission from teachers or other school staff.
- Students must not access websites or games which are irrelevant to their school work.
- Students can only access social networking sites during break and lunchtimes.
- Students must not set up email groups/distribution lists.

### SAFETY AND BULLYING

- Students must respect all people when online, whether through email, messaging, social networking or the internet.
- Students must tell their tutor, computing teacher or an appropriate adult if they find anything inappropriate or unsafe whilst online.
- Students must ensure that their use of the school computer systems or websites does not include anything which may offend, hurt or scare people.

### EQUIPMENT AND FILES

- Students must take care of all computer equipment and report any faults to their teacher.
- Students will be held responsible for any damage that they cause to IT systems through inappropriate behaviour.
- Students must keep their data on the school network well organised, regularly deleting items that are no longer needed. They must not store any files which are in breach of copyright law.

**I confirm that I have read and understood these expectations.**

Signature (student): \_\_\_\_\_

Print name (student): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_

Date: \_\_\_\_\_