



Backwell School ICT Behaviour Policy

General

ICT facilities are provided for students to carry out their schoolwork. Students are responsible for good behaviour when using ICT facilities, just as they are in any classroom or school corridor. General school rules apply. Use of ICT facilities is a privilege, not a right, and continuing access requires responsibility. Inappropriate use of ICT facilities can cause unnecessary work for ICT staff and affect other users.

Access to the Internet and e-mail is primarily provided so that our students can carry out school-based research and communication with others. Users of the Internet and e-mail are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they and their parents have signed.

Network storage areas and any USB or other removable storage devices will be treated like school lockers. Staff may review files, Internet use and e-mail to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

It is important that students keep their ID and password safe. If they suspect that someone else knows their password or has used their account, they must change the password immediately and report the matter to a member of the ICT team.

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using inappropriate language.
- Harassing, insulting or attacking others.
- Damaging or misusing any ICT equipment or systems.
- Accessing areas of the network which are out of bounds to students.
- Violating copyright laws, **especially the possession of pirated MP3 files.**
- Using someone else's ID and password to log onto the network.
- Using a PC which is logged on using another's ID and password.
- Intentionally wasting limited resources (ie playing games, printing unnecessary multiple copies, using social networking sites, instant messaging)
- Using the Internet **at any time** to access inappropriate material.
- Using the Internet or e-mail for personal use during lesson time.
- Using any e-mail account other than those issued by the school.

Sanctions:

- Violations of the above rules will result in a temporary or permanent ban on the use of ICT facilities.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.