



Sponsored by Academy Transformation Trust

Acceptable Email & Internet Use Policy

Adopted	March 2015
Date of Review	February 2018

*Inspire,
Aspire,
Achieve!*

COMPUTER USAGE AGREEMENT

Please read this agreement carefully

Purpose:

1. The use of the school computer equipment is for educational purposes only. The school reserves the right to inspect or monitor all network access. Stored material may be edited or removed at the computer administrators' discretion.
2. School computers may not be used in the following ways but not limited to:
 - a) Computers may not be used for any commercial purpose or for personal financial gain.
 - b) Computers may not be used for inappropriate material (such as pornography, hate literature, games, on-line chats, social networking sites, streaming non-educational media, etc.)

Access:

3. Computers may be used by people authorised to do so and who have signed this agreement and in accordance with this agreement.
4. Users are responsible for their assigned network accounts and passwords.
5. Only the registered user may access his/her assigned account. S(he) may not allow others to use that account. Remember - do not give your password to anyone.
6. Any material accessed or stored using the school's computer system may be subject to scrutiny at any time. Nothing will be considered as private on this system.

Respect for the Computers:

6. Food and beverages are not allowed in computer rooms.
7. Computer equipment should not be defaced, altered, or abused in any way. Users may not move, unplug or adjust computers in any way.
8. Users should check their computers when they arrive to a room, and immediately report any problems to the teacher in charge.
9. Software not licensed to the school (including games and viruses) may not be loaded onto any computer or used.
10. Users may not monitor or tamper with another user's electronic communications. They may not read, copy, change or delete another user's files or software.
11. Users may not access DOS. They may not add, remove, or alter any computer security measures or data protection schemes, configuration settings, or monitoring devices.
12. Users will be financially responsible for any intentional or accidental damage of computer equipment.

Efficient use of Resources:

13. Users must use printers wisely.
14. Users receive 50 print credits each week. Additional print credits can be requested from the ICT Technicians.
15. Colour copies can be printed at a cost of 25 print credits per copy.
16. Regularly delete files that are no longer needed.

Copying, Copyright & Privacy:

17. School computers may not be used for any unauthorised copying of files or media. This includes, but is not limited, to violations of copyright laws or regulations.

Limit to School's Liability:

18. Users understand that the school will not be liable for any damages (including lost data or damage to media) which might occur during the use of school computers or as a result the inability to use it.

Consequences:

19. Any violation of this agreement will be assessed individually, and the consequences will reflect the severity of the offense and/or the history of previous incidents.

Consequences may include but are not limited to:

- a) A record of the offence kept by the computer administrator.
- b) Temporary loss of computer privileges.
- c) Student conference with an administrator.
- d) Permanent withdrawal of computer privileges, possible resulting in loss of credit.
- e) A report (written and/or verbal) sent to the parent.
- f) Exclusion from school.
- g) Police intervention.

If you are in doubt about a computer usage regulation, please ask the Network Manager or a teacher.

Print Name: _____

Signed: _____

Date: _____