

Student Acceptable Use Policy

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will not access, remove or write files to or from any area of the network other than my designated "My Documents" or authorised Shared Area folders.
- I will not allow any other person to use my log-in username and password.
- I will not interfere with, or take any action which is liable to damage the network hardware or software.
- I will only use the Internet for schoolwork or home learning and only with the permission from a member of staff.
- I will not attempt to access or download from Internet web sites where the material is likely to be unsuitable.
- I will not send e-mails that are obscene, derogatory or liable to cause offence. Any messages / posts I do send will be polite and responsible. Emails containing obscene language will be screened and students spoken to immediately and appropriate sanctions put in place. I will not send any e-mail attachments that are irrelevant to my school work.
- I will only communicate with people I know or those my teacher has approved.
- Whilst using the Internet, I will NOT give my home address or telephone number, or arrange to meet someone without the permission of my parents or teacher.
- I will report any unpleasant material or correspondence sent to me. I understand that this report will be confidential and will help protect other students and myself.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will not take or distribute images of anyone without their permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not attempt to make purchases of goods and services over the Internet using the school systems.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices, etc) in school if I have permission and understand that Thornden School does not accept any responsibility for damage to such equipment which may be caused by connecting devices to the school network.
- If I use my own devices in school without permission, they may be confiscated.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation that has sent the email due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not attempt to use chat, IM or social networking sites.
- I will not attempt to forward SPAM or chain mail using the school network.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.