



# Mayfield School

## ICT / INTERNET USE



This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

This policy applies when using the school resources. In addition it applies outside of school where members of staff when using ICT can be identified as employees of Mayfield school and therefore may be considered to represent the school.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Staff are not to add any students as friends through social networking sites such as facebook.
- The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- Use of internet games, music / video sites and Internet chat rooms is not allowed.
- Students are not allowed to download material from the internet.
- Attempts to obtain access to restricted sites are prohibited.

- All computer use is kept in a detailed log, which is monitored. The log records user details, programmes, internet sites visited with precise timings.
- If these rules are not followed it is considered a serious breach of school discipline and the consequences will be severe.
- In cases where this has resulted in illegal use the POLICE shall be informed. If you feel that your password is insecure, please go to IT3 to get it changed.
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