

Thomas Telford School

Information Technology Acceptable Use Policy

Guidance Notes:

- Students and Parents must accept the rules and regulations detailed in this document.
- Failure to comply with the rules could mean that access is withdrawn or, in some cases, more severe action is taken, including legal action, or loss of the Student's place at the School.
- Students must take responsibility for their own actions.
- Access is only permitted for current students.
- Access to the Internet and JANET (Joint Academic Network) comply with the JANET acceptable use policy, copies of which can be found at http://www.ja.net/documents/use_policy.pdf on the Internet
- Students should not attempt to repair or maintain computer equipment and peripherals, including printers, mouse, keyboard etc.
- Students must report immediately to Computer Services or Academic Staff any damage to equipment or peripherals.
- Students must complete the appropriate PC allocation form prior to using equipment within the Learning Centres.

Acceptable Use:

Subject to the following paragraphs, students may use the IT facilities within the School for the purposes of data processing, communications, research and other applications of Information Technology that genuinely support the educational process in the School.

Examples of unacceptable use, which could result in legal action and/or loss of place at the School:

- Use of the Internet for any illegal purpose.
- The acquisition, creation or transmission of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- The introduction of computer "viruses", "Trojans" or "worms" etc. with the intention of causing disruption or damage to the School's and/or third party equipment or data.
- Deliberate damage to computer equipment, including, monitor, mouse, keyboard, headphones etc.

Examples of unacceptable use which could mean access is withdrawn:

- Use of impolite or abusive language.
- Allowing another person use of personal account and password.
- Accessing chat sites and messaging sites including SMS messaging
- Playing or downloading the following
 - Computer games
 - Music files including streaming audio
 - Video files including streaming video
 - Programmes and executable files
- Installing unauthorised applications
- Playing music CDs

This list is by no means exhaustive and is given as a guide. The School will determine the category and severity of any other misuse.

R Cullen
IT Director