Nunthorpe School Computer Use Agreement

Disclaimer

The computer systems are owned by the school and are made available to staff, students and community learners to support and enhance education. It follows then that their use including the internet and email must be primarily concerned with staff pursuing their professional duties. The purpose of this agreement is to protect the integrity of the system and all of its users. Nunthorpe school will endeavour, where possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way.

Anyone who fails to comply or who acts in a way which is deemed inappropriate or irresponsible, may lose access rights to the school computers. In the case of pupils, parents/careers may be informed. In exceptional circumstances, where there are responsible grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Anyone who uses the school computer system must read this agreement carefully. Please sign both copies, keep one copy for yourself and return the second copy to the ICT Network Manager.

1. I will only access the PC network with the user name and password I have been given. I will agree to keep this information secret.
2. All computer use and www access should be appropriate to the educational environment
3. I will not access other peoples files unless through shared work areas; nor attempt to violate the system or interfere with any user, including mail bombing, spamming, flood emails.
4. Any use of the computes will not involve any activities which would be damaging to the school or its reputation including unlawful or illegal use
5. I will only send and receive materials or data, which is polite and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment
6. Pupils will only use e-mail with staff approval and will not give out personal information online
7. I will report any unpleasant material or messages sent to me or accidentally accessed by me. I understand that my report will be confidential and would help protect everyone
8. I understand that the school may monitor my computer use, check any data held on the school network at any time and may monitor the internet sites I visit.
9. I understand that the school reserves the right to delete any files that may be held on its computer systems
10. I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material
11. I will not download anything via the internet that may threaten the schools internet systems
12. If issued with a lap top computer, I agree to return to school as requested for housekeeping, checking and updates.
13. No software should be installed through any medium without first discussing this matter with the ICT Network Manager, this applies to teachers lap tops as well as the school computers
14. All removable media i.e. Floppy discs, CDs or memory sticks will only be used with permission of the ICT Network Manager
15. Personal computer devices such as mobile phones and lap tops will not be connected to the schools network without permission of the ICT Network Manager
16. Users are required to report any problems with ICT equipment (through the help desk) to the ICT staff

Computer Use Agreement
I agree to bide by the rules of Computer Use Agreement

Signature Staff/Pupil/Community Learner _____
Parent/Carer _____

Date _____