

## Firwood High School ICT Policy Agreement

### **ICT Acceptable Use Policy**

Access to the ICT network and use of ICT facilities, including access to the internet, are conditional on observance of this policy. Our aims are to:

- Allow all users to access our ICT resources and use of the internet for educational purposes
- Provide a mechanism by which staff and students are protected from internet sites, information and individuals that would undermine our principles and aims
- Provide rules relating to the use of computers and our ICT facilities which are consistent with our general policies

### **Internet – Students must/will:**

- Only access services they have been given permission to use
- Use the ICT facilities under staff supervision
- Not consume food or drink while using the ICT facilities
- Treat ICT facilities and resources with care and respect
- Report anything that makes them feel uncomfortable online to a familiar adult
- Immediately close any web page that they are not sure about
- Never give out any personal information or passwords

### **Email – Students must/will:**

- Never open email attachments from unknown senders
- Never write anything in an email that might make other people feel uncomfortable or unhappy
- Be aware that email is not secure, therefore they should never send any personal information
- Never forward email messages onto others unless the sender's permission is first obtained

### **General**

Students have access to:

- Advanced computers and equipment
- Information, both locally and globally via the internet
- Educational software to support their learning and personal development
- Own storage space on the network