



RULES FOR THE USE OF THE COMPUTER NETWORK, INTERNET AND E-MAIL

- Always treat the school's computer equipment with care.
- Tell a teacher if your computer is broken or you think it might have a virus.
- You can only use your account and password to access the school network – your passwords must always be kept secret - do not tell anyone your password, ever.
- You will be held responsible for all activity under your account name.
- You will be given your own space on the school network to store your files. You can only store school work in this space – nothing else is allowed. If you do store other files such as games or programmes you will face disciplinary action.
- You must not attempt to install software on any school computers, or change the setup of a computer, or in any way try to gain unauthorised access to the system or the network.
- You are responsible for using school IT services appropriately and for the content that you view and transmit.
- Anti-social, rude, extremist, violent or abusive activity is forbidden.
- You are also responsible for ensuring that your use of the school network does not break school rules or current UK legislation (the Computer Misuse Act, the Data Protection Act, Copyright, Designs & Patents Act etc.) Details of these will be taught in class or you can find them on the school network.
- You are responsible for all emails you send which should be written carefully and politely. Anonymous email messages and chain letters must not be sent.
- You should report any unpleasant material or messages received in e-mails to a teacher.

YOU MUST NEVER:

- access the Internet in school without permission from a teacher;
- use a school computer without your teacher there unless they have told you that you are allowed to;
- give out your personal details over the Internet or e-mail (address, date of birth etc.);
- access public chat rooms;
- enter any website, or search for keywords, with the intention of displaying content you know you should not be accessing. If you accidentally access banned material, you should report it to your teacher straight away.

Your use of school computers and email can be monitored by the IT department at ANY TIME without your permission. Anyone found breaking the rules in this agreement will face disciplinary action.

I have read Teesdale School's RULES FOR THE USE OF THE NETWORK, INTERNET AND E-MAIL - and understand them and agree to abide by these rules.

Pupil's Name in block capitals: _____

Pupil's signature: _____

Date: _____

Parent's/carer's signature: _____

Date: _____