



CHATHAM & CLARENDON GRAMMAR SCHOOL

Acceptable Use of IT Policy

Agreed by Governors: November 2023

By using the school's IT facilities, you agree to abide by the rules below. Misuse of the school's IT facilities may result in the loss of your individual user account and / or internet access, until the end of the current school term.

Please read these rules carefully so that you are clear what we will and what we will not tolerate regarding your use of the school's IT facilities.

The IT facilities are owned by the school and are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to monitor user activity, examine or delete any files that may be held on its computer system and monitor user's internet traffic.

- Access should only be made via the authorised account and password, which should not, under any circumstance, be made available to any other person;
- Activity that threatens the integrity of the school IT facilities, or activity that attacks or corrupts other systems including any tampering with, or damage to equipment, is strictly forbidden;
- Users are responsible for all communications sent and for contacts made that may result in email being received;
- Posting anonymous messages and forwarding chain letters is strictly forbidden;
- Copyright of materials must be respected and upheld;
- All Internet activity should be appropriate to staff professional activity or the student's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use;
- The same professional levels of language and content should be applied as for letters or other media, particularly as email is often forwarded or may be sent inadvertently to the wrong person;
- Use for personal financial gain, gambling, games of any kind, political purposes or advertising is forbidden;
- The use of chat rooms and social networking sites is not allowed at any time;

- Users must access only those sites and materials relevant to their work in school. If students or staff access inappropriate materials or websites, it will be treated as a disciplinary matter and they will have their access rights removed.

NB: The school may exercise its right to monitor the use of the school's computer systems by electronic means, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful. CCTV is in use in areas where there are computers.

See also the **Behaviour Management Policy** and **Staff Code of Conduct**.