ICT Acceptable Use Policy

Monitoring the Use of the Internet:

- ➢ The internet provided to the user is controlled, monitored and maintained by City of Edinburgh Council and CGI.
- ➢ Filtering software is used to monitor and record history of visited sites. This can be viewed by CEC IT staff as well as the ICT Technician.
- ➢ The school retains the right to monitor and log all use of school computers and the internet, and to access pupil files, email and accounts if necessary.

Access and Safety:

- ➢ You will be issued with an account username and password. This gives you access to school computers and to Microsoft Office 365 on the internet.
- ➢ You must try to learn these details quickly. This ensures you can access your account independently.
- ➢ You should never share your account or password with another person or try to access another person's account.
- ➢ You must ensure that you log off your school computer after use.
- ➢ You must log off from Office 365 after using it on a computer outside of school.
- ➢ You should not answer or forward suspicious-looking messages or emails.
- ➢ If you notice anything suspicious with your email, account or files, you should report it to the ICT Technician.

Acceptable Use:

- ➢ School rules must be followed when using your account and the internet.
- ➢ You may only use school computers with permission from your teacher.
- ➢ When using the system, you must only use it for educational purposes.
- ➢ If engaging with an internet community, you must be polite, non-disruptive and you must not reveal any information about yourself or others.

Unacceptable Use:

- ➢ While using your school account you should refrain from:
  - o Sending or displaying offensive messages or pictures.
  - o Distributing or sharing information related to criminal activity.
  - o Employing threatening or vulgar language.
  - o Spreading or knowingly downloading malicious software.
  - o Telling anyone your username and password or allowing others to use your Office 365 account or products.

General Rules:

- ➢ Computer hardware, software and networking hardware must not be tampered with.
- ➢ You should, at no time, connect or disconnect the cables/connections related to a computer.
- ➢ You must not vandalise or remove stickers from the computers within the school.

Agreement Signature:

I have read and agree to follow all the rules and guidance stated in the Portobello High School ICT Acceptable Use Policy. I understand that if I fail to follow these rules then my access to computers, internet services and the school network may be withdrawn and appropriate disciplinary action will be taken.

Pupil name: ....

KAG: ....

Practical set: ....

Pupil signature: ....

Parent/carer name:...

Parent/carer signature:..

Date: ....