



## Highdown School and Sixth Form Centre Guidelines for the acceptable/responsible use of the Internet, USB, Memory Sticks and Email



**These guidelines are designed to keep all users safe and to help the school be fair to everyone.**

**The school records all Internet sites visited by students and can check all incoming and outgoing mail messages.**

### **The Internet**

1. Students must access the system with their own unique login and password. Passwords **must** be kept secret and must conform to the school's password policy.
2. Students will be held responsible for sites visited via their login and password.
3. Students must not access other people's files.
4. Students may only use the Internet for school work and homework tasks.
5. Students must not access inappropriate Internet sites, this includes any game sites.
6. If students inadvertently access unsuitable sites, they should inform their teacher or the Whole School IT Department immediately.
7. Students must not browse or attempt to bypass the school ICT security systems.
8. Only school work is to be held on memory sticks. Do not bring in music or video files and store them on the school system.

### **Memory Sticks**

All students should provide their own hardware encrypted memory sticks for temporary storage. School work must also be kept in students' personal areas on the school network where it is backed up every day. We expect these memory sticks to be used sensibly; they should not be used to bring games or music into school.

### **Email Accounts**

1. All email is traceable to the school. Students sending emails are acting as ambassadors for the school and must act accordingly.
2. Students should only email people they know or their teacher has approved.
3. Messages sent should be polite and responsible.
4. Student email accounts are for plain text messages only.
5. Students must not use their email accounts to subscribe to mailing lists.
6. Students must not pass on personal details (name, address, phone number etc) via email to people they do not know.
7. Students should report to a teacher any unpleasant material or messages sent to them. Such reports would be confidential and help protect all students.

If students are found not be following these guidelines their access to the Internet and Email will be revoked.