

Computer Use Agreement

Disclaimer

The computer systems are owned by the school and are made available to staff, students and community learners to support and enhance education.

Parkwood Academy will endeavour, wherever possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way.

This agreement has been drawn up to protect all parties. Anyone who fails to comply, or who acts in a way which may be deemed inappropriate or irresponsible, may lose access rights to the school computers. In the case of pupils, parents/carers may be informed. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Anyone who uses the School computer system must read this agreement carefully.

Please sign both copies, keep one copy for yourself and return the second copy to the ICT Network Manager.

- I will only access the PC network with the user name and password which I have been given. I agree to keep this information secret.
- I will not allow the use of my computer account by any other person.
- I will not access other people's files unless through shared work areas.
- Any use of the computers will not involve any activities which would be damaging to the school or its reputation.
- I will only send or receive materials or data, which is polite and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment
- Pupils will only use e-mail with staff approval and will not give out personal information on line.
- I will report any unpleasant material or messages sent to me or accidentally accessed by me. I understand my report would be confidential and would help protect everyone.
- I understand that the school may monitor my computer use, check any data held on the school network at any time including emails and may monitor the internet sites I visit.
- I understand that the school reserves the right to delete any files that may be held on its computer systems.
- I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material.
- I will not download anything via the Internet that may threaten the school ICT systems.
- If issued with a lap top computer I agree to bring it into school, as requested.
- No software should be installed through any medium without first discussing this matter with the ICT Network Manager this applies to Teachers Laptops as well as the school computers. All removable media i.e. Floppy disks, CDs or memory sticks will only be used with permission of the ICT Network Manager.
- I will not download or copy to the network any illegal/pirate material be this Music/MP3, Film, or Pictures
- I will not show any material that has a BBFC Certification higher than the age of the class/group
- I will not access any social networking sites / chatrooms

Computer Use Agreement

I agree to abide by the rules of the Computer Use Agreement

Signature Staff/Pupil/Community Learner Date:

Signature Parent/Carer Date: