



ORKNEY SCHOOLS

COMPUTING RESOURCES

ACCEPTABLE USE POLICY

If you use school computer equipment you are agreeing to abide by this acceptable use policy

Remember that access to computing equipment, the Schools Network, and the Internet is a privilege, not a right. Breaking the rules may lead to disciplinary action, and you may lose access to the facilities.

Use of computing facilities including email and Internet access is logged and may be inspected at the request of the Head Teacher or following a complaint.

Using email

<i>Do</i>	<i>Don't</i>
<ul style="list-style-type: none"> ✓ Use email responsibly. ✓ Be polite and appreciate that other users might have different views from your own. ✓ Do tell a member of staff if you receive an email containing anything inappropriate. 	<ul style="list-style-type: none"> ☒ Don't open email attachments unless they come from someone you already know and trust and they are expected. They could contain viruses or other programs which could damage or destroy information and software on your computer. ☒ Don't use inappropriate language or behave aggressively in email. ☒ Don't send email that contains any inappropriate material.

Using the equipment

Orkney Schools provide you with computing equipment to help you with your studies, and you are encouraged to make responsible use of the facilities. You are responsible for good behaviour on the Schools Network and Internet, just as you are in a classroom.

<i>Do</i>	<i>Don't</i>
<ul style="list-style-type: none"> ✓ Do use the computing equipment responsibly. ✓ Do tell a member of staff if you see any damaged equipment. 	<ul style="list-style-type: none"> ☒ Don't install programs on the computers unless you have been given permission to do so. ☒ Don't connect USB pen drives, MP3 players, etc without permission from a teacher. ☒ Don't damage the computing equipment. ☒ Don't waste resources, for example, printer ink and paper. ☒ Don't eat or drink near computer equipment. ☒ Don't try to 'hack' the computers or network or alter any settings

Keep it secure, Keep it safe

Each student is given an individual Schools Network and email account, and you are responsible for anything that your account may be used for.

Do	Don't
<ul style="list-style-type: none"> ✓ Do keep your password private ✓ Do tell a member of staff if you think somebody has been using your password or account ✓ Do tell a member of staff if you are uncomfortable with the behaviour of anyone you meet on the Internet ✓ Do tell a member of staff if anyone sends you an email or file that you are uncomfortable with. 	<ul style="list-style-type: none"> ☒ Don't give your password to anyone else. ☒ Don't use anybody else's password. ☒ Don't pretend to be anybody else online. ☒ Don't give anyone you meet on the Internet any personal information. ☒ Don't send your picture to anyone you meet on the Internet. ☒ Don't use the computers in a way that annoys, harms, or insults others.

Remember that staff may check files and email to make sure that you are using the system responsibly. As a general rule, don't say or keep anything on the computers or network that you would feel uncomfortable justifying to any member of staff or your parents.

Using the Internet

Do	Don't
<ul style="list-style-type: none"> ✓ Do use the Internet responsibly ✓ Do respect the work and ownership rights of people outside the school, as well as other students or staff. Obey copyright laws. ✓ Do remember that people you contact online may not always be who they seem. 	<ul style="list-style-type: none"> ☒ Don't access the Internet unless for study or for school authorised or supervised activities. ☒ Don't use the Internet to view, download, or send anything which is abusive or obscene ☒ Respect the work and ownership rights of people outside the school, as well as other students or staff. Obey copyright laws. ☒ Don't engage in Internet 'chat' activities outside of GLOW. ☒ Never arrange to meet anyone or give them any personal information.