



Dream. Reach. Achieve.

## COMPUTER NETWORK AND INTERNET AGREEMENT – ACCEPTABLE USE POLICY

**If you use the YBA computer resources, you are agreeing to comply with this policy.**

### Personal Safety

- You must not put your name, address, telephone number or school address on the network or Internet.
- You must never agree to meet with someone you have met online without your parent or guardian's approval. Your parent or guardian should accompany you to any such meeting.
- You must tell a teacher promptly about any message you receive that is inappropriate or makes you uncomfortable.

### Inappropriate Access to Material

- You must not use the computer network to access information that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If you mistakenly access inappropriate information, you must immediately tell a member of staff. This will protect you against a claim that you have intentionally broken the school rules.
- Your parents or guardians will tell you if there is additional information that they think would be inappropriate for you to access. The Governing Body will expect you to follow fully any instructions given to you by your parents.

### General Rules

- You must not buy or sell anything through the computer network or Internet. The only exceptions to this rule are activities which are a part of a subject course or approved by the Headteacher.
- You must not use the computer network or Internet for political lobbying. You may use them to communicate with elected representatives and to express your opinion on political issues but only with the permission and supervision of a member of staff.
- You must not use the computer network or Internet for recreational purposes. This means that you must not download or play arcade games, visit chat sites or send e-mails at random.
- You must not use the computer network for anything illegal.
- You must not download or play games on the computer unless instructed to do so by a teacher.

### Limitation of Liability

The Governing Body makes no guarantee that the functions or services provided by or through the school computer network will be error-free or without defect. The Governing Body will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Governing Body is not responsible for the accuracy or quality of the information obtained through or stored in the system. The Governing Body will not be responsible for financial obligations arising through your unauthorised use of the computer network.

### System Security

- You must not give your PIN or password to another pupil.
- You must not log on using another pupils PIN and password. Nor must you attempt to gain unauthorised access to the computer network or to go beyond your authorised level of access.
- You must tell a teacher immediately if you have found a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You must ask permission of the Network Manager before downloading software or files from the Internet. This is to protect the computer system against viruses. You will not be allowed to download large files unless absolutely necessary.

- You must not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means.

**Appropriate language online**

- You must not use bad, rude, inflammatory, threatening, or disrespectful language.
- You must not engage in personal attacks, including prejudicial or discriminatory attacks.
- You must not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
- You must not knowingly or recklessly post false or defamatory information about a person or organisation.

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**DATA PROTECTION ACT**

Please be aware that the school will need to share your timetable data with other agencies in order to provide you access to hwb+ and Office 365. We will take good care of your data and will not share it without informing you.

**Parents/Guardians and Pupils:**

Please sign and date below to confirm that you have read and understood the information above and that you agree to comply with this policy

Pupil (print) \_\_\_\_\_ (sign) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_ (sign) \_\_\_\_\_ Date \_\_\_\_\_