



## **FOR THE USE OF SCHOOL ICT EQUIPMENT AND NETWORK/INTERNET ACCESS**

It is the student's personal responsibility to use the Academy resources and Internet access in a safe and responsible manner to ensure their own safety and welfare.

Use of the Academy ICT equipment is covered by the Computer Misuse Act 1990 and the Protection of Children Act 1978. Data stored on the computer or Academy Curriculum Network is not private and can be viewed by the Academy at any time.

### **Student access to our network is a privilege and online activity should:**

- Keep John Whitgift Academy's network safe and secure
- Be respectful to everyone
- Uphold the reputation of John Whitgift Academy

### **This means that all students must:**

- Only access the Academy's ICT network and Internet through their own account.
- Ensure that their password is kept confidential and regularly updated.
- Not deliberately damage the ICT network (through virus/physical vandalism).
- Not attempt to access, edit or delete another person's work files.
- Not send or forward messages, publish or create material which is offensive or hurtful.
- Understand that they must never give their home address or phone number, or arrange online to meet someone.
- Never use any form of offensive language in their communications.
- Not use mobile phones, cameras or other electronic devices to take, upload or share photos or videos of anyone.
- Will respect all copyrighted materials.

### **Students also know that:**

- They must never use the Academy network to access pornographic, racial or offensive material.
- If they come across something that is unacceptable by accident or something that makes them feel uncomfortable, they will report it immediately to a member of staff.
- John Whitgift Academy can examine or delete any of their files that may be held on its computer network if deemed inappropriate or in breach of this policy.
- John Whitgift Academy will monitor any Internet sites they visit and can, if necessary, read their academy emails.

**Access to the Academy Network is a privilege that will be revoked should any breaches of this policy occur.**