Thomas More College

An Inspired Education

ACCEPTABLE I.T. USE AGREEMENT AND SOCIAL MEDIA POLICY

Terms and conditions for use of Computer Facilities and Internet at Thomas More College High School.

Please read this document carefully before signing the agreement.

Preamble

Computers, their peripheral devices and Internet Access are available at Thomas More College for use by staff and pupils.

Our aim is to provide access to the vast educational resources and communication possibilities provided by the Internet and software programmes. It is our belief that if they are correctly used, they will support the curriculum and educational excellence at our school.

Several important issues must be understood with regards to the use of these facilities at Thomas More College High School.

- The use of these facilities is not a right, but a privilege and should be regarded as such. The smooth operation of a network of computers in the school depends on the proper conduct of the end-users, who must adhere to strict rules.
- It must be acknowledged that the facilities are not private and due regard for all users must be maintained.
- A great deal of material, which is not of educational value and which is often controversial, unsuitable or unpleasant, is easily accessible on the Net.
- You are required to log on each time you use a workstation. You may not share your password, or any other password that you might find out, with another person. You may not use another person's password.
- You may not attempt to discover the password of any other user by any means whatsoever.
- While you are using the computer, you will be responsible for it. If you encounter any irregularities, please report them immediately to a member of staff.
- You may not use a computer, or the computer network to harm other people or their work, or to do anything unlawful.
- You may not trespass in unauthorized folders, documents or files.

INTERNET ACCESS

- Remember that at all times that you are representing Thomas More College when you are communicating on the Internet. At no time must your use of the facility reflect badly on the school.
- The following areas are not authorized. These include, but are not limited to:
- Those areas that use profanity.
- Those areas that include or display pornography.
- Those areas that promote violence, illegal activities, racism, sexism or hatred.
- Those areas that include the design or detailed information pertaining to explosive devices.
- Those areas that include criminal activities or terrorist acts.
- Those areas that ask for personal information, such as your name, address, phone number or fax number, credit card or account numbers, or the personal information of other people or institutions.

Revealing your own, or anyone else's address or telephone numbers can be dangerous and can expose you or them to offensive or unwanted communications. If any incoming information asks you for more information than you care to reveal, or makes you uncomfortable in any way, inform a staff member immediately.

- Any area that the staff of Thomas More College deem inappropriate.
- You may not open an age-restricted site.
- If you are not sure whether a site is acceptable or not, ask a member of staff before exploring it. If such a site is inadvertently accessed, leave it immediately and inform a staff member.

PRIVACY

Any P.C. or e-mail account used at TMC is the property of Thomas More College. It must be clearly understood that any of your files or folders on any TMC computer hard drive or in your 'My Documents', any Internet access or any other programme, may be reviewed or monitored <u>at any time</u> by the network manager. This information may be revealed to the Grade Co-ordinators or your parents at the discretion of the Principal.

- If you accidentally discover any confidential material of any sort, e.g. information that pupils should not normally have access to, such as examination papers or reports, **do not show any other pupil.** Report this to a staff member immediately.
- **<u>All Internet access is filtered and monitored. Circumventing these filters or monitoring is not allowed.</u>**
- **<u>Parents or legal guardians may gain access to their child's e-mail upon request.</u>**

<u>If a pupil does not abide by the rules, which the pupil and his/her parent/guardian have signed, the pupil will be banned from using our computer facilities and Internet at Thomas More College.</u> The time relating to the ban will be at the discretion of the Principal.

SECURITY

- You may not interfere with the operation of the network, which includes installing unauthorized software, shareware or freeware.
- You may not use a proxy, attempt to change any network systems or hack the system in any way.
- You may not delete files, folders or directories.
- Never introduce or attempt to create any form of virus on the Network.
- Social networks such as Facebook are unacceptable.
- You may not purchase any item across the Internet.
- You may not harass any user of the TMC network, or of the Internet, by sending unwanted mail.

COMPUTER ETIQUETTE

- Be polite in all communications no matter to whom they are addressed.
- Use only appropriate language. You may not swear, or use vulgarities, offensive language, or express racist or sexist sentiments.
- You may not use any form of 'hate speech'.
- Remember that the use of CAPITALS in an e-mail is considered to be shouting and may cause offence.
- You may not send any unsolicited messages (chain letters, broadcast messages, pyramids, etc.) as this causes network congestion and interferes with the work of others.

GENERAL COMPUTER USE

- Do not attempt to 'fix' a computer or remove any of the components. Report any fault to a staff member or the IT Department.
- You may play music CDs on the computers as long as it does not interfere with any lessons or staff requests.
- Suitable Internet information may be stored in a file in your 'H Drive'. Only the final information may be printed with permission from a staff member.
- Your printing will be recorded using 'Paper cut'.
- You may not use the school's network for any political use.
- No vandalism will be tolerated.
- Eating and drinking when in an environment with computers is not allowed.
- Academic use of the computer, by any user, no matter how young, takes priority over leisure use.