

**THE AVON VALLEY SCHOOL**  
**ICT ACCEPTABLE USE POLICY FOR STUDENTS**



**I agree to the following conditions:**

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other peoples files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- Any messages I send or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to indentify me, my family, or any other members of staff or students, unless my teacher has given me permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.
- Any ICT equipment that is damaged by a student, either deliberately or through careless use, will be charged to that student and that student's parent(s)/carer.

**If I am in any doubt about any of these conditions I will check with a member of staff.**

I understand that failure to comply with any of these conditions will result in one or more of the following:

- a) Access to restricted ICT facilities for a set length of time.
- b) A ban on using ICT and/or Internet facilities in school.
- c) A letter to my parent(s)/carer informing them of the nature of the breach in rules.
- d) Appropriate sanctions as decided by the Head of ICT, Network Manager or Headteacher.
- e) Any other action as decided by the Headteacher and Governors of The Avon Valley School.