

Network and Internet Use Policy

All Internet sites, favourite links, home folders and ANY other contents/files/folders/executables are scanned and filtered on the Hainault Forest High School ICT Network. The Network Administrator has full access, control and permissions over the above. You are personally responsible for ALL contents within your user area - if you believe someone knows your username and password you must inform a Network Administrator immediately. The school has installed computers and Internet access to help us all learn. The following rules will keep everyone safe and help us be fair to others.

Rules for Responsible Computer Use

- I will only access the network with my assigned login and password, which I will keep secret.
- I will only use the computers at Hainault Forest High School for school and homework.
- I will not bring data from outside school on portable media, unless I have been given permission.
- I will not attempt to gain unauthorised access to the Hainault Forest High School network or any other computer system within school.
- I will not try to access, corrupt or destroy other people's files.
- I will use Hainault Forest High School's resources responsibly at all times.
- I understand that the school will check my computer files and monitor any computers that I work on for inappropriate use.
- I understand that any inappropriate use may result in disciplinary action.
- I will not violate the privacy or disrupt the work of other users.
- I will not load unauthorised software/applications on the network or computers.
- I will not print out any documents that are NOT work related.
- I will take care not to cause damage to computer equipment, networks or furniture and will report immediately any accidental damage.
- I will not violate laws relating to copyright, data protection or computer misuse.

Rules for Responsible Internet Use

- I will be responsible in my use of electronic communications (examples: e-mails, Instant Messaging, Blogging, Message Board Submissions and Newsgroup Conversations). I will not send any material that is inappropriate.
- I will not use offensive or threatening language in my electronic communications. All communications I send will be polite and responsible.
- I will not give out personal information about myself particularly my home address in any electronic communications.
- I will report any unpleasant material or messages sent to me, in confidence if necessary, so as to help protect other students and myself.

- I will not visit websites that contain unsuitable material. If I am unsure that a site is suitable, I will ask a member of staff.
- I will not participate in any Internet chat rooms.
- I will not download unauthorised files into my user area (examples: software, games, music, screensavers, zipped/winrar files, executables, etc.).
- During lessons and club times I will ONLY use the Internet for school work. Using the Internet for other purposes is allowed at the discretion of a member of staff. If I want to use the Internet for any other purpose, I will ask permission first.
- I will not take information from the Internet and pass it off as my own work.
- I will report any misuse of the Internet immediately to a member of staff.