

St. Anne's Academy APPENDIX 1

Acceptable Network Use Statement



The IT Network is owned by St. Anne's Academy and is made available to students to further their education. St. Anne's Academy's Network Access Policy has been drawn up to protect all parties.

St. Anne's Academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access to the network must only be made via the authorised user name and password, which must not be made available to any other person;
- All network use should be appropriate to student's education, however, legitimate private interests may be followed, providing St. Anne's Academy's use is not compromised;
- Activity that threatens the integrity of St. Anne's Academy's ICT Systems, or that attacks or corrupts other systems, is forbidden;
- Internet sites and materials accessed must be appropriate to work in the Academy. Students will recognise materials that are inappropriate and should expect to have their access removed;
- Students are responsible for email they send. Students are expected to read and respond to received emails in an appropriate manner;
- Posting anonymous messages and forwarding chain letters/emails is forbidden;
- Cyber bullying (using technology to bully) is a serious matter. Students who use the network to bully others will be dealt with in accordance with the Academy's bullying policy. Any student cyber bullying, using Academy equipment, outside of school will be reported to the appropriate authorities.
- Copyright of materials and intellectual property rights must be respected;
- Students must not download music or video files without the explicit permission of the teacher;
- Use for personal financial gain, gambling political purposes or advertising is forbidden;
- Students should keep their work area well organised and delete files that are no longer required;
- Any material that breaches these rules will be deleted;
- **Students may be photographed or videoed during their time at the Academy. These photos may be used for displays, the website or promotional material such as the Academy prospectus. If you do NOT want <> to be photographed or videoed then you must write to the Principal's PA stating the student's name, date of birth and Tutor Group.**
- Students requesting Network access in St. Anne's Academy should sign a copy of this Acceptable Network Use Statement and return it to the Director of Specialisms for Approval.

Full Name of User

Signature of User

Date

I have received the ICT Acceptable Use policy and agree that <> will abide by the rules set out in this policy. I have discussed the policy with <>.

Parent/Guardian

Date