

I.C.T Guidelines

Guidelines for the acceptable use of the school's ICT facilities

It is unacceptable to:

- Use or attempt to use any other user's password.
- Access or attempt to access any other user's folders, files or work
- Share your password with any other user
- Enter or attempt to enter any network system other than by the password protected access route
- Enter or attempt to enter the operating system of any stand alone PC.
- Attempt to alter and/or destroy any data
- Add or attempt to add any software to any PC or network unless specifically permitted
- Create or intentionally pass on any computer virus
- Print unnecessary material
- Eat or drink near any computers
- Move any computer or interfere with any connections to other equipment

It is expected that:

You will tell a member of staff immediately if there appears to have been unauthorised access to your folders, files or work, or if you are aware of any occurrence which could interfere with the operation of computers or the network.