

# Greek School of Potters Bar

Greek Language Educational Establishment of Hertfordshire (GLEE)

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GLEE is a Registered Charity  
Charity No. 1040670



## Policy for the acceptable use of ICT equipment and the Internet at GLEE

### ICT equipment - User agreement 2018

#### Users will not:

1. Divulge their password to anyone other than a member of the support team.
2. Allow any other person the use of a computer to which they have logged on.
3. Leave the computer unattended whilst logged on. (Password protected screensavers may be used).
4. Install software of any kind on any computer owned by the school without the express permission of the Governing Body.
5. Copy any software from any computer owned by the school.
6. Delete any software from a computer owned by the school.
7. Change the configuration of any computer owned by the school.
8. Attempt to access any area that has been protected from you by way of restricted permissions or hidden directories, folders or files on any computer owned by the school.
9. Store undesirable material on any part of the system (offensive literature, pornographic images and the like).
10. Attempt to repair any ICT equipment owned by the school.
11. Borrow any ICT equipment without first signing it out with the Chairman of the Governing Body.
12. Eat or drink near any equipment.
13. Leave laptops or other portable equipment unattended and vulnerable to theft and lock them away when unattended.



**Users will:**

1. Report any accidental infringement of the above conditions to the Chairman immediately.
2. Treat all equipment with respect.
3. Leave the public work areas tidy.
4. Ensure you have logged out properly before leaving.
5. Ensure school equipment is shut down and switched off overnight.

I agree to the above conditions.

Signed: .....

Date:.....



## Internet Access

The school's Internet access policy has been drawn up to protect all parties – students, staff and school. All students and staff using the Internet at school must sign a copy of this acceptable use statement before access will be given.

The network is owned by the school and access is given on the understanding that it is for educational use only.

## Code of conduct

1. All users of the internet are responsible for their behaviour and any communications sent over it.
2. Access must only be made through authorised accounts.
3. No activity shall be undertaken which could either threaten the integrity of the school ICT systems or attack or corrupt other systems.
4. Users may not make purchases or enter into contracts over the Internet.
5. On-line chat is not permitted, either across the school network or over the internet.
6. Posting anonymous messages and forwarding chain letters is not permitted.
7. Use for personal gain, for promoting political views or any form of personal advertising is not permitted.
8. Copyright of material must be respected.
9. Use of the Internet to access inappropriate material such as pornographic, racist or other offensive material is not permitted.
10. Networking sites such as 'Facebook' must not be used to publish any material that may be considered detrimental to the school and staff should not allow students at the school to be their 'friends' on such sites.

## Penalties for misuse

Violations of the School's Internet Access policy will result in the first instance in a temporary or permanent ban on its use.

Subsequent violations will result in serious disciplinary action being taken and for students may lead to permanent exclusion for persistent offenders.

Where appropriate the Police or other authorities will be involved and criminal proceedings may be instigated.

I have read and agree to the above policy statement. I understand the consequences of any misuse of the Internet.

Name:.....

Signed:.....

Date:.....

