



CALDER VI ACCEPTABLE USE POLICY (AUP)

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school's AUP relates to Computer Use and Internet Access and has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files or emails that may be held on its computer systems or to monitor any Internet sites visited.

- ☞ Access must only be made via the authorised account and password, which must not be made available to any other person.
- ☞ You must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data.
- ☞ All Internet use should be appropriate to staff professional activity or student's education.
- ☞ Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- ☞ Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- ☞ Users are responsible for e-mail they send and for contacts made that may result in e-mail being received.
- ☞ The normal rules of social interaction apply to e-mail. The remoteness of the recipients must not be used to excuse anti social behaviour, harassment, intimidation and bullying behaviour.
- ☞ The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- ☞ Posting anonymous messages, use of chat rooms and forwarding chain letters is forbidden.
- ☞ Copyright of materials and intellectual property rights must be respected.
- ☞ Legitimate private interests may be followed, providing school use is not compromised.
- ☞ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ☞ You must check your email daily as this is how Calder VI staff will communicate important information to you.

Students in breach of these regulations may find their access withdrawn and persistent misuse of the network could lead to an exclusion from school.