

The
Lloyd Williamson
Schools

Use of Computers
and Internet Access
Policy

2021-2022

The computer system operated throughout the school is owned by the school and may be used by pupils to further their education and by staff to enhance their professional activities including typing, research, administration and management. The following policy has been drawn up to protect all parties – pupils, staff and the school.

The school reserves the right to examine and delete any/all files that may be held on its computer system and to monitor any Internet sites visited. Staff will be provided with access to such parts of the system as are necessary for them to discharge their proper function. Pupils of the Senior School will also comply with the details of this policy as outlined below.

All Internet activity should be appropriate to staff professional activity or pupils' education:

- Whilst staff may use the Internet during their personal breaks, they should not use the Internet for any personal use during teaching or directed non-contact time.
- NO students are allowed to use the Internet to access or use social networking or shopping sites.
- Access should only be made via the authorised account and password, which should NOT be made available to any other person.
- Personal information, including but not restricted to home address and personal or contact numbers of the user should not be disclosed.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages or forwarding chain mail is forbidden.
- Users must never harass, insult or attack others through electronic media. Within the school this is identified as bullying and will be punished as such.
- As email can be forwarded or inadvertently be sent to the wrong person, the same level of professional language and content should be applied to all correspondence sent through the school's computer system as for letters or other media.
- ALL email correspondence on behalf of the school must be made using a school email account. ALL members of staff are given a corresponding professional email address and must be adhered to for all professional correspondence.
- Use of the system/network to access or send inappropriate materials such as pornographic, racist, homophobic or other offensive material is forbidden.
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Users must not:

- Try to download, store or install software onto School computers without discussing this first with the IT lead. Usually, pupils will never be allowed to do this.
- Try to introduce a virus or malicious code to the network.
- Try to bypass network security or other security systems, including the School's firewall.
- Try to access another user's account.
- Try to access an area or system they are not allowed to use.
- Try to use any form of hacking/cracking software or system.
- Connect a personal device to the network that acts as a Wireless Access Point (WAP) or router or a server.
- Connect any device to the network that has access to the Internet via a connection not provided by the School.
- Access, download, create, store or transmit material that is in conflict with the values or ethos of the School.
- Do anything that wastes technical support time and resources.

Failure to comply with the above policy will result in a user being excluded from access to the system and may result in disciplinary action, including suspension, exclusion or dismissal. Sanctions will be imposed at the discretion of the Proprietor and Co-Principals.

Updated October 2021

Lucy Meyer
Co-principal

Aaron Williams
Co-Principal