

## **ICT Acceptable Use Policy - Pupils**

**This policy applies to pupils of the Senior School. Issued 1 March 2015**

Bradford Grammar School (the "School") reserves the right to monitor all internet and e-mail traffic passing through the School's servers so that those guilty of breaking this code of conduct can be traced and held to account.

Before any pupil is allowed access to the School's facilities they must read and sign this Policy.

1. The use of the internet on School computers is for work only.
2. No pupil should use the ICT facilities for computer games.
3. Under no circumstances should a pupil upload or download any material unsuitable for children or Schools. This includes any material of a violent, dangerous, racist or inappropriate sexual content.
4. Pupils must not upload or download or use any copyright material without the permission of the owner.
5. Pupils are responsible for all the e-mails that they send and for contacts that may result in an e-mail being opened. Pupils should be polite and appreciate that other users may have views different to their own. Strong or aggressive language or swearing is not allowed. Nothing should be stated that could be interpreted as libel.
6. The posting of anonymous messages or the forwarding chain letters is not allowed.
7. Pupils must always respect the privacy of others and should not open the files of other pupils or employees.
8. Pupils must not disclose any password or login name that they have been given.
9. The addresses/telephone numbers/fax numbers of employees or pupils should not be given to anyone by pupils.
10. Any activity that threatens the integrity of the School's ICT systems or which corrupts other systems will be treated as a serious disciplinary offence.
11. Pupils must not take food or drink into ICT rooms or tamper with security cameras or air conditioning systems.
12. It is understood that the School may, at any time, view the material that a pupil has stored on the School's system. This includes material transferred by a pupil onto external media such as a disk.

Failure to comply with these rules will result in one or more of the following:

- a ban, temporary or permanent, on the use of the internet facilities at School;
- a communication informing a pupil's parents of the nature and breach of rules;
- appropriate sanctions and restrictions placed on access to School facilities to be decided by the Pastoral Director; and
- any other action decided by the Head and Governors.