



St. Michael's Catholic High School

Computer Resources Policy

All pupils must read and accept the following regulations in order for access to the network to be given. They are all based on the "Computer Usage" form that all pupils and parents sign on joining the school.

1. **DO NOT** share your password with anyone.
2. **DO NOT** claim to be acting on behalf of the school when using internet applications e.g. e-mail
3. **DO NOT** try to "hack" the system and used unauthorised websites
4. **DO NOT** obtain any information which could be seen as illegal, obscene, racist or offensive. If this happens accidentally, it must be reported and deleted immediately.
5. **DO NOT** download or attempt to install software onto the School Network.
6. **DO** work safely and report any Health & Safety issues that you become aware of.
7. **DO** work considerately of others when using the computer rooms.
8. **DO NOT** eat or drink in any computer room.
9. **DO NOT** use offensive language in any application on the network.

Pupils are reminded that:

1. The use of the computer resources are a privilege, not a right.
2. St. Michael's reserves the right to access to all of their files on the network and they can be viewed, amended or deleted.
3. Pupils are responsible for everything that happens with their own logins.
4. If any of the rules are broken, they will have their account disabled and a fine charged to be re-enabled following an interview with Mr N Edwards or Mr G Power.
5. In severe cases, a copy of the offence will be sent to parents, with appropriate sanctions applied.