



Fort Hill Integrated College Acceptable Use Policy 2020/21

While this policy applies primarily within school, it is also applicable to any use of school online platforms or c2ken email addresses.

The school has provided computers for use by students within school. They offer access to a vast amount of information for use in studies and offer a great potential to support the curriculum. The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the computer and on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as pen drives, CDs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others. The account owner is responsible for everything associated with their c2ken account.
- Never tell anyone you meet on the Internet/social media your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
- Computer storage areas and portable drives will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.

Email

- Do not make use of the email facility unless advised by a member of staff.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Please read this document carefully. If any student violates these provisions, access to the Fort Hill network or remote learning system and materials will be denied and the student may be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, PSNI may be involved or other legal action taken.

Mr. C Millar
Principal
11 May 2020