



## **Fort Hill Integrated College Acceptable Use Policy 2022/23**

While this policy applies primarily within school, it is also applicable to any use of school online platforms or c2ken email. The school has provided computers for use by students and staff 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, 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**Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.**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 etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect personal 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 share through social media your home address, your telephone number, your school's name, or send them your picture; unless you have appropriate 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.
- Staff may review communications and files, in computer storage areas and on portable drives used in school, to ensure that users are using the system responsibly.

### **Internet**

- Do not access the Internet (including downloading/playing computer games) unless for school authorised and supervised activities.
- Do not use the Internet to obtain, download, send, print, display or gain access to materials which are unlawful, obscene or abusive and not in line with learning.
- 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/other school communication platform**

- Access and use of email/other school communication platforms should only be for school-based business or learning.
- Be polite, respectful and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive online behaviour across our platforms 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/school communication containing material likely to be unsuitable for school 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 or safeguarding team.

Please read this document carefully. If these provisions are violated, access to the Fort Hill Integrated network or remote learning system and materials will be denied and disciplinary measures will be considered and implemented, to the full extent as appropriate. Where appropriate, PSNI or other external agencies may be involved, or other legal action taken.

Mr. C Millar  
Principal