

## CHCS ICT Acceptable Use policy for Students / Parents (Summary)

**Please note:** This is a **summary** of the **Governors Statement and Policy on Behaviour Standards** which contains further details and advice.

If you need any support to access this document please contact school reception 0191 4877638

[info@cardinalhume.com](mailto:info@cardinalhume.com) or go to our website

<http://www.cardinalhume.com/esol-english-for-speakers-of-other-languages/>

### Rationale

The purpose of this policy is to protect individuals and the school from inappropriate use or misuse / damage of IT equipment and the consequences of any misuse.

It is the responsibility of each individual to ensure that ICT facilities are used appropriately. Students found in breach of the policy may be disciplined in accordance with the school's disciplinary procedure.

### General Rules on the Use of IT Systems and Telephones

School IT systems must not be put to certain uses. Examples include accessing or distributing material that is illegal or could bring the school into disrepute such as:

- Sexually explicit messages, images, videos, cartoons or jokes;
- Profanity, slander, or libel;
- Ethnic, religious, or racial slurs (including images, jokes, etc);
- Political, terrorist or propaganda material;
- Any other material that could be construed as harassment or bullying of others based
- on their sex, race, sexual orientation, age, national origin, disability or religious or
- political beliefs;
- Drugs or criminal skills
- Any actions that may contravene the serious misdemeanours policy
- Gambling
- Threatening, harassing, proposition or causing distress, annoyance, needless anxiety or discomfort to any other person or entity;
- Circulating comments about employees, students, or other partners of the school which are abusing, objectionable, or otherwise inappropriate;
- Use of the IT systems for inappropriate activities.
- Sending offensive, demeaning or disruptive or any messages
- Transmitting any sensitive data such as school passwords or account details;
- Downloading, copying or 'sending' the works of others without their permission as this may infringe copyright.

Equipment that does not belong to the school must not be connected the school's network or systems without the permission of the school's IT/Network department.