



## Ripon Grammar School

### Internet Policy

#### Responsible Internet Use

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- The school computer network and access to the internet are provided to support appropriate curriculum work and appropriate personal study/independent learning and to support the staff's professional activity.
- Users of the school's computer system accept their own responsibility for not seeking to gain access to unsuitable material
- Users of the school's computer system and the internet are responsible for ensuring that they are aware of the conventions of internet use and basic navigation techniques and for ensuring that their use is in accordance with the school's protocols for responsible use. Users will be expected to manage their user space and workstation in an appropriate and safe manner.
- Where it is appropriate to download pages for curriculum or research purposes it should be from a reputable source using secure methods. Users must also ensure that any download does not breach copyright and must recognise that there is a limit to the file space available for each person.
- All external media must be virus checked prior to use, any storage devices must be approved by the ICT Systems Manager and encrypted to 256-bit AES standard.
- Copyright and intellectual property rights must be respected at all times.
- E-mail should only be used as part of a curriculum activity. It should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property. Use of personal email accounts, is prohibited.
- The school ICT systems may not be used for private purposes, unless the Headmaster has given permission for that use.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

- Inappropriate use of the internet will be subject to the school's disciplinary policies and procedures.
- When using laptops provided by the school whether in school or at home the policies listed above must be adhered to.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.