

Guidelines for Internet Use

Pupils should be aware that

- using the Internet is a privilege. Any pupil found misusing the Internet will have that privilege removed.
- the computer system automatically logs all Internet visits and who was using the computer at the time.
- teachers constantly monitor what pupils are doing. A teacher does not have to watch over your shoulder to see what you are doing. They can quite easily do this using their own computer, even from the staffroom.

The following guidelines must be observed at all times.

1. Only pupils in L6 and U6 are allowed to use the Internet outside class. In order to use the Internet in this way, you must
 - sign the log book stating name, time in, purpose and time out.
 - be able to give a clear purpose for your visit to a member of staff who asks.
 - only use the Internet in connection with your academic studies.
2. If you accidentally encounter unsuitable material you must
 - close down the site
 - inform a teacher.

This will ensure that the material is blocked and other pupils will be protected.
3. Keep your password totally private. If you think someone knows your password, then tell your computer teacher and have it changed. If you knowingly give your password to another person, you may have to pay to have it changed and may not get another

DON'T

- knowingly try to obtain any obscene material.
- reveal your password to anyone. If you do, that person may log on using your name. If they do something wrong, you will be the person to get the blame.
- log on using someone else's identity
- break the law. Many items on the Internet are protected by copyright, which means you are not allowed to copy them. This could be music, software or documents. You may access these items but not make a permanent copy.
- use offensive or abusive language. Sending or knowingly retrieving and displaying messages using such language is a serious offence.
- visit chat rooms.
- use the Internet to make any purchases.

NOTE – for your own security, never give personal details on the Internet. It may be necessary at times to give your e-mail address, but you should never give information which will identify who you are and where you live.