



# Benjamin Britten High School

## Acceptable use policy (AUP) for the use of ICT Equipment & services

All ICT equipment remains under control, custody and supervision of Benjamin Britten High School. Given the insecure nature of electronic communications, you are reminded and encouraged to exercise appropriate caution and discretion concerning matters of a confidential nature.

Use of the computers, networks, internet and email services for non-school purposes is permitted so long as such use complies with all applicable laws and Suffolk County Council regulations, procedures and standards.

The school reserves the right to monitor all computer and internet activity.

You are reminded that there is no expectation of privacy in the use of school computers, networks and/or internet services.

The ICT Technicians are responsible for the administration of compliance with this policy in a manner consistent with applicable employment policies and negotiated agreements.

Any person/people who violates this policy may be subject to the school's disciplinary procedures, and if needed referred to the law enforcement authorities.

It is your responsibility to look after this equipment from when you log on to when you log off. You must respect this equipment at all times, reporting any faults to a member of the ICT department as soon as possible.

The use of Internet chat rooms is not permitted. The use of the following sites is also not permitted; Bebo, MySpace, Habbo Hotel, Faceparty, MSN messenger & other social networking sites.

---

### **Please complete and return this form to the ICT Office**

I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school

Name.....

Date.....

---

**Access to the internet & email will not be activated until we have received this signed agreement**

Thank you

ICT Support Department 2008