Computer Usage Policy

All staff and students of Sheffield Language Centre using the computing facilities at this school agree to abide by these policy guidelines. The school has taken and will continue to take all reasonable precautions to ensure that students access only material appropriate to the school environment. However, it is not possible to guarantee that a student will never come across unsuitable material while using a school-networked computer. The school cannot accept liability if such material is accessed, nor for any consequences resulting from Internet access. All students, except for those under 18 years of age, may have some unsupervised access to computers for independent research and study, although work on school computers is usually in monitored environment. All reasonable precautions to ensure that students only access appropriate material have been taken. If students encounter inappropriate material, they should report the incident to the nearest teacher.

All agree to the following

- Not accessing any material that is not appropriate to the school's environment – e.g. pornography, websites promoting extremist views that incite hatred or violence etc.
- Not to download any programmes or software from either the Internet or external hard drive or memory stick onto the school's computers.
- Not engaging in harassing, defaming or other anti-social behaviours on-line.
- Not creating or transmitting any offensive, obscene or indecent images, data or other material in any form.
- Not using the network to attack or gain unauthorised access to other network, computer systems or data.
- Not transmitting unsolicited bulk email (spam).
- Not infringing the copyright of another person or organisation.
- The use of personal laptops on the network is not permitted without authorisation from one of the school's directors.

The school is not responsible for any content or information accessed via a 3G/4G data connection i.e. a data connection via a cellular network provider.

The school cannot take responsibility for the personal electronic devices (mobile phones, tablets, laptop computers etc.) belonging to students under 18 years of age – the responsibility falls to the parents/guardians to ensure that such devices have content filters applied, appropriate to the child's age, before arrival at school.

Under no circumstances should personal data be stored on local hard disk drives of computers that multiple users have access to, or any programmes/software downloaded either from the Internet of from external hard drives/memory sticks. Antivirus software is installed on all school PCs and is updated when the device is either connected to the network or

connected to the Internet. If any user suspects that their machine has been infected with a virus or malware, they are to contact the Managing Director immediately.

If you break any of the outlined rules, you may be expelled from the school with no refund.