



ICT Acceptable Use Policy

The Internet links thousands of computer networks around the world, providing ABC students access to a wide variety of technological and informational resources. Whilst ABC has some control of the information on the Internet, it does not have 100% control. There is some risk that sites accessible via the Internet may contain material that is inappropriate for educational use in an Early Years to Year 13 setting.

The school does not condone the use of such materials and does not permit usage of such materials in the school environment.

ABC specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Guidelines

- Students are expected to follow all guidelines stated below as well as those given verbally by staff, and to demonstrate ethical behaviour in using the network facilities.
- Students are also expected to realize that the opportunity to use the network and the school facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner.
- Any actions that might harm the computer equipment or software, impair its effective use, or show disregard for the proper procedures will not be tolerated.
- Access is a privilege, not a right.
- Students may not allow others to use their account name and/or their password. To do so is a violation of the Acceptable Internet Use Policy.
- Before use, all students will receive an overview of the aspects of security and ethics involved in using the ABC network.
- Any action by a student that is determined by the instructor or a systems administrator to constitute inappropriate use of the Internet at ABC or to improperly restrict or inhibit others for using the Internet is a violation of the Acceptable Use ICT Policy.
- Transmission of material, information or software in violation of any law in Azerbaijan is prohibited and in breach of the Acceptable Use ICT Policy.
- Transmission of personal information of a minor is strictly prohibited.

Violating the ABC Acceptable Use ICT Policy may result in:

- restricted network access
- loss of network access
- suspension or expulsion
- other disciplinary or legal action including, but not limited to, criminal prosecution under Azerbaijan law

In order to ensure efficient system operation, the system administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.



Acceptable Internet/ICT Use: All students at ABC

I understand that using the computer network is a privilege and when using the school computers I will:

- always behave in a sensible, mature way, respecting others at all times
- only log on using my own username and keep my password secret
- only use the school computer network for school-related work
- report any suspected breach of network security (whether by myself or others) to a member of staff
- refrain from accessing any newsgroups, links, web pages or other areas of cyberspace that would be considered offensive because of pornographic, racist, violent, illegal or illicit content
- never use my school email address to sign up to social networking sites such as Facebook
- take responsibility for monitoring and appropriately rejecting any such newsgroups, links, web pages or other areas of cyberspace accessed by me accidentally
- always be courteous and use appropriate language both to those around me and those I contact through the network
- never seek to harass or abuse fellow students or members of staff through the use of obscene or offensive language or images, either on the school network itself or via external social networking sites; I will report any cases of such usage against me
- not allow copyrighted material to enter the school e.g. MP3 files
- not download software, games, music, graphics or video while on the school grounds
- use any downloaded material in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material
- never reveal personal information including names, addresses, credit card details, telephone or fax numbers, or photographs of myself or others
- never subscribe to auto-mailing systems
- only use the school address where I have permission and never give other details about the school, including telephone numbers and email addresses
- not interfere with or damage the school computers or peripherals, the school systems or network in anyway
- report any accidental damage immediately to a member of staff
- report any misuse of the network service to a member of staff immediately
- not use any systems outside of the school in a way which could cause offence to either staff or other students at the school
- not use any systems outside school in a way which could portray the school in a negative way
- not try to add members of staff as “friends” on social networking sites
- report any instances of others breaching any of the points above

I understand that my ABC account is not, and cannot be, regarded as private and will be subject to random monitoring. I understand that if I am found not to be complying with this policy I will be denied access to the computer network for a time to be determined by the Principal. I also understand that I may face further disciplinary action depending on the nature of the offence.