

# ICT Policy - Rules

ICT resources at the European School Mol are meant **for educational purposes, that is, for school work**. When using them **users must**

## **1.- Respect and protect the privacy of others**

Use only assigned accounts. Do not make your personal access available to others. Do not view, use, copy or distribute passwords, personal information or data to which you are not authorised.

## **2.- Respect and protect the integrity, availability, and security of all electronic resources. Respect school property**

Do not damage hardware, software or data.  
Do not install or remove software without authorisation.  
Report damaged or malfunctioning resources immediately to your teacher or to a member of the staff.

## **3.- Respect and protect the intellectual property of others.**

Do not download or make illegal copies of copyrighted material (music, films, software ...)  
Do not plagiarise.

## **4.- Respect the members of school community and the school's public image**

Communicate only in ways that are kind and respectful.  
Do not threaten, spread lies, deceit, defame or slander about people or organisations, especially about members of our school community.  
Do not search, browse or distribute material of racist, sexist or other offensive content insulting to human dignity.  
Do not send spam, chain letters, or other mass unsolicited mailings.  
Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Only with the permission of teachers **pupils may:**

Change the computer settings (desktop, background, etc.)

Download files

Install software

Use their own diskettes, CDs or USB sticks

Use e-mail, chatrooms or newsgroups.

## **Consequences for violation of the above rules.**

Violations of these rules can result in disciplinary action, including the loss of privileges to use the school's information technology resources. Furthermore, the intentional damage of hardware, or of the system, can lead to being liable to pay for the repair costs.

**Supervision and Monitoring.** School and network administrators and their authorised employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any pupil or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement if required