



## ICT User Agreement

At Verulam, we believe that a happy and successful school is one that values the partnership between school and home. We therefore ask parents and students to read the following ways in which they can ensure that maximum benefit is obtained from the ICT provision at Verulam and complete the relevant new starter form in ParentMail to show agreement.

### Using the Verulam School Computer Network

From time to time, Network Support will scan the network. If you are found to be off task, you will be logged off without warning and your network account will be locked. Any unsaved work you have open at that time may be lost.

If you are off task, you are not doing the work that has been set for you by your teacher. Off task includes:

- Playing web games
- Downloading music files
- Playing music files
- Attempting to make changes to your workstation or the network.

#### Rules:

- ⊘ Students will not attempt to rectify problems with PCs, laptops, projectors, printers or any other hardware.
- ⊘ Students will not eat or drink in computer suites or near computers.
- ⊘ Students will not share usernames or passwords and only logon using their own usernames and passwords.
- ⊘ Students will leave their workstation in the same condition as it was found. If there is a problem with the workstation you are using or intend to use it should be reported to a member of staff as soon as possible.
- ⊘ Students will not print unnecessarily and, when printing, will only print single copies of documents
- ⊘ Students will logon to the network at a single station.

Students are reminded that while they are logged on to the network, they are responsible for everything that occurs under their username at their workstation. Students will be sanctioned if they are found to be using electronic/computer equipment inappropriately.

Students should ensure they keep their password secret, change it frequently and ensure it is memorable and difficult to guess.

If you have any queries about this document, please see your Head of Year or Network Support.