



### **Acceptable Use Policy**

The following are the policies for the use of all computers at Southbank International School. Please respect the privacy of all members of the Southbank community and behave responsibly in your use of the school's computers and the network.

### **Proper Use of Computers**

Users are expected to respect the privacy of others. Opening, reading, using or deleting the documents of others is not permitted without their express permission.

Users are not to change anything on the hard disks of the school's computer's in any way including changing the names of files, folders or icons nor moving files or folders nor replacing icons.

It is not permitted to copy any commercial software from any Southbank computer nor is it permitted to place any software of any kind on any computer at Southbank without permission.

Personal passwords are your guarantee of privacy. Sharing your password with others brings the risk of your files being used improperly by others.

You may not attempt to break in to any computer locally or over the Internet.

Users are expected to be sensible about how long they use any particular computer when others need to use it.

The use of computer games on Southbank's computers is not permitted except when used in a classroom under the instruction of a teacher.

Users are expected to be sensible about how long they spend in front of a computer screen. All users should be aware of the health risk associated with long term computer use.

### **Proper Use of the Internet**

The use of our connection to the Internet must be consistent with the educational objectives of the school.

Only students in the High School may use the Internet without teacher supervision.

You may not use or play any games via the network unless it is a part of a class assignment or project.

Illegal activities may not be conducted via the network. Violators may be reported to the official authorities.

You are not permitted to get from or put onto the network any copyrighted material including software, graphic or written material. All information found on the World Wide Web should be assumed to be copyrighted unless it specifically says otherwise.

You may not use IRC or web chat except when requested to by a teacher as part of a school project.

Do not reveal your personal address or phone number or those of other students, staff, or any other members of the Southbank community at any time on the Internet.

The school reserves the right to remotely monitor your use of the Internet as you use it.

### **Proper Use of Electronic Mail**

Your password is your guarantee of privacy. Sharing it with others brings the risk of your account being used improperly by others.

You may not read or alter anyone else's e-mail.

Be polite. Do not write or send abusive messages to others or use language inconsistent with the accepted practice in classrooms.

The school has access to all email traffic. In certain situations it may be monitored by Southbank staff. Messages relating to or in support of illegal activities may be reported to the authorities.

**Please remember that the use of Southbank's computers is a privilege, not a right and inappropriate use will result in suspension or cancellation of your privileges. In certain cases violations may lead to suspension from school.**