

### School Computer Log-In Agreement

Whenever anyone logs in to a school computer or device, these bullet points appear on the screen, which all users must accept before continuing.

By using the school network, I agree to the following:

- I will only use electronic devices in school for school purposes and will not use them for personal or recreational use unless I have permission to do so.
- I will handle all computer equipment carefully and will not touch power/network cables or eat and drink in the IT suites.
- I will not use disks, memory sticks or any other hardware with school equipment without the permission of my IT Manager.
- I will not download or install software on school technologies.
- I will only log on to the school network and other systems with my own username and password.
- I will not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all electronic communications with pupils, teachers or others is responsible, polite and sensible.
- I will not deliberately browse, save or send material that could be considered offensive or illegal, if I accidentally find anything like this I will tell the IT Manager immediately.
- I will not give out any personal information such as my name, phone number or address.
- I will ensure that my online activity, both in school and outside school, will not cause distress to my school, the staff, pupils or others.
- I will not attempt to bypass the Internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Director of HR or the Principal. If I see any misuse of computers I will report it to the IT Manager.
- Personal computer equipment can only be used on school premises with the permission of the school and on signature of the Radnor House Bring Your Own Device (BYOD) Policy.
- I understand that these rules are designed to keep everyone safe and that if they are not followed, school sanctions will be applied and the Principal may be informed.