



Westminster City School Computer Usage Policy

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Reporting to ***Governors***

Westminster City School

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Westminster City School Computer Usage Policy

This Policy covers the set of rules that are relevant to all curriculum computer access in the school. The Policy is in place to secure the safety of all users and ensure that the system is used for the educational benefit of all members of the school community. They are valid for **ALL** users of the system.

Please Note: All exe files are deleted regularly. Image files are checked on a regular basis to ensure un-authorized images are not stored. People who have un-authorized files and images will be disciplined in accordance with this policy.

Westminster City School loans you an account on the computer system(s)

The School reserves the right(s) to:

- View any/all of the contents of your account
- View/access your Internet activity.
- View your e-mail
- Remove your access to the account
- It is **NOT** your personal/private account
- You are **NOT** invisible
- It is to be used for educational purposes only
- The School can and will prosecute illegal actions

The following are ILLEGAL and will be dealt with via the Disciplinary Procedure:

- Hacking
- Intentional introduction of viruses
- Giving someone unauthorised access (which includes giving away your password): It is **NOT** your account to lend to others. Actions of another whilst using your account are **YOUR** responsibility.
- Downloading/storing material that is obscene or offensive
- Downloading illegal copies of software
- Sending messages of an obscene, slanderous, threatening, racist, homophobic, sexist or otherwise offensive nature
- Installation of unlicensed software

In addition, any misdemeanour which is felt warrants account suspension. This can only be authorised by a member of the Leadership Group.

Disciplinary Action Procedures

Stage 1. Verbal warning & suspension of account for one week

Stage 2. Formal written warning (recorded for future reference) to the user (and a copy to the users parents) and suspension of account for two weeks

Stage 3. Suspension of account indefinitely and parents notified (at the discretion of the Leadership Group)