

# Student Acceptable Use Policy


Please read this carefully. You will not be allowed to use ICT in school until you have signed and returned this letter.



## Equipment

- Do not attempt to install or store programs of any type on school computers.
- Immediately report any damage or faults with ICT or software to your teacher.
- Never tamper with computer equipment or their connections.
- If you chose to bring your own ICT equipment into school, then you are responsible for its safety. You will follow the rules set out in this agreement in the same way as if you were using school equipment.
- If you borrow school ICT you must return it to the person who let you use it.
- You must only use ICT in school if the teacher agrees it is helping you learn. Activities such as social media, chat, buying or selling goods, gaming, watching non-educational movies and videos are strictly forbidden in learning time.

## Security and Privacy

- Keep your password to yourself; If you think anyone else knows your password change it straight away. NEVER use someone else's logon name or password.
- Either log out or use CTRL + ALT + DELETE or  + L to lock your computer if you leave it unattended.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted online. Such actions are treated in the same way as other types of bullying.
- Respect other's work and never claim you are the author of other people's work.
- All your internet activity is logged, and your school drive is monitored. Anything you create, upload or download in school remains the property of the school and may be monitored or deleted at any time without notice. Any inappropriate use is reported to your Head of Year who will decide on a sanction. This could involve informing your parents/carers, detention, Internal Exclusion, being placed in a restricted online access group, or in extreme cases referral to the Head Teacher or External Exclusion.

## Internet

- Do not reveal personal information about yourself or others when on-line (so don't include images, names, addresses, email addresses, telephone numbers, age, school etc.)
- NEVER arrange to meet someone in person if you met them online first, even if they are friends of friends. Never trust profile pictures – it could be of someone else. You must tell a teacher or trusted adult if an online friend suggests meeting up.
- Inappropriate material is anything that makes you feel uncomfortable or anything you would rather others didn't see. Immediately report any unpleasant or inappropriate material or messages and never search for or post such material.
- Mobile phones and other communication devices can only be used for leisure before registration and after the end of school.
- You will not try to make large downloads or uploads that might take up internet capacity and prevent other users from carrying out their work.
- Copyright legislation says it is against the law to copy or use anything on the internet without the permission of the author; if in doubt speak to a member of staff.
- When using the internet to find information, check that the information is accurate as some material may not be truthful and may be a deliberate attempt to mislead you.
- Creating social media or web pages in the name of the School or of any other company or person is strictly not allowed.
- Taking pictures/video/audio recordings of staff or students is not allowed and could result in exclusion, so you will not take or distribute images, videos or audio of anyone without their permission.

- You understand that you must not post negative comments about people online or by messaging, social media or email. Let a teacher or trusted adult know immediately if such posts are ever written about you.
- You understand that the Academy has the right to take any action against you if you are involved in incidents or inappropriate behaviour covered in this agreement, even when you are out of school and where they involve your membership of the Academy community (e.g. cyber bullying, use of images or misuse of personal information).

**Email and messaging apps**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is NOT acceptable.
- Only ever contact staff using their school accounts e.g. email and Office 365.
- Only open hyperlinks/attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material that is violent, dangerous, racist or in any way unkind or makes you feel uncomfortable, tell a teacher immediately.

**Printing**

- All students need to be aware of the need to reduce waste and when it comes to printing we expect computer users to act in a responsible manner. Check "Print Preview" before printing, copy text and pictures/images from the Internet into an application like WORD, rather than printing straight from the Internet. Only send a job to the printer once and inform staff if it does not print – DO NOT send repeat prints.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I have read and understand the above.

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_