

Student ICT Acceptable Use of the Internet and School Network

I understand that I must use the college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the college ICT systems for file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission from a teacher and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of college:

- I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the college ICT systems.

Student Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the college ICT systems and equipment (both in and out of college)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc. This also includes the use of mobile devices

Name of Student

School / College

Group / Class

Student Signature

Date

Parent / guardian Signature

Date

Student Guidelines for Internet and Computer Use

The computer system is owned by the college. These guidelines are to help to protect students, staff and the college by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of internet access and loss of access to the college network.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- College computer and internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unintended readers. Users are responsible for e-mail they send.
- Attempts made to bypass the internet filtering system will breach the acceptable user policy and will be reported to the headteacher for action.
- The college monitor all internet use; access to illegal sites will be reported to the police.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The college may exercise its right to monitor the use of the college's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the college's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Access to the college network and internet is provided for you to carry out recognised college work. This provision will only be made on the understanding that you agree to follow these guidelines.

- Computer (file) storage areas will be treated as college property. ICT staff may look at files and communications to ensure that the system is being used responsibly. Users should not expect their work and e-mails to be private.
- You should also be aware that a member of the ICT staff could view your computer screen, from the college network without your knowledge, at any time.
- If e-mail is suspected to have been used inappropriately, the college reserves the right to review and monitor individual accounts.
- Users are responsible for good behaviour. General college rules apply whilst using the computers.
- Eating, drinking, grooming or the use of aerosol sprays near a computer may cause serious damage and are strictly prohibited.
- Do not use another person's password. If doing shared work you should e-mail a copy to your own work area.
- Do not reveal your password to anyone. If you think someone knows your password, then change it.

- Programs must not be loaded or installed on a computer except by ICT Support Staff. Do not bring programs in on removable media, e-mail or download them from the internet.
- The internet is provided for users to conduct genuine research and communicate with others. All the sites you visit are recorded.
- During lessons, teachers will guide pupils toward appropriate materials. Outside lessons, families bear this responsibility.
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You are not permitted to:

- Download any files without permission.
- Use Instant Messengers (e.g. AOL IM, Yahoo Pager, MSN).
- Use Chat, play games, use mobile ring tones sites or SMS sites.
- Use web mail, other than that provided for your college account.
- Use obscene or offensive language, (online, e-mail and phone text) remember communication should be polite to maintain the good reputation of the college.
- Take and use images of pupils and or staff without their prior consent.
- Seek out any offensive material.
- Complete mailing lists or subscription forms on the internet for personal use.
- Violate copyright laws. (Never copy and make use of any material without giving credit to the author. Copyright, Designs & Patents Act 1988).