ICT Acceptable Usage Policy - Students (11-16)

This Acceptable Usage Policy (AUP) is intended to ensure that:

- young people will be responsible users and stay safe whilst using computers, the internet and other communication technologies for educational, personal and recreational use.

- young people learn the importance of ICT safety and security.

- school ICT systems are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return expect the students to be responsible users.

AUP Agreement

- I understand that I must use the school's 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.

Personal Safety

- I understand that the school will monitor my use of the ICT systems, email and other digital communications

- My username and password should not be shared with others, nor should I try to use any other person's username and password.

- I will be aware of the danger of communicating with strangers when on-line.

- I will not disclose or share personal information about myself or others when on-line.

- I understand that it is not sensible to arrange to meet people in person that I have communicated with on-line only, but if I do, I will do so in a public place and take an adult with me.

- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable that I see when on-line.

ICT Resources

- I understand that the school's 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 try (unless I have permission) to make large downloads or uploads that may take up internet/storage capacity that might prevent others from being able to carry out their work.

- I will not use the school's ICT systems for on-line gambling, internet shopping, file sharing or video broadcasting.

- I will respect the work and property of other users, and will not attempt to access, modify or delete any other user's files.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language either on-line, or in any saved documents.
- I will not take or distribute images of anyone without their permission.

Internet Use

- 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, videos, images and other intellectual property).
- When I am using the internet to find information, I should take care to check that the information 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.

School ICT Systems

- 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 programs or software that might allow me to bypass the filtering/security systems that are in place to prevent access to such materials.
- I may not connect personal devices (e.g. laptops, phones, mp3 players, cameras etc) to the school's ICT systems.
- I understand that using portable data devices (usb memory sticks etc) is at my own risk, and the school will not take any responsibility for the security of either the equipment or the data held on the device.
- I will immediately report any damage or faults that I find involving either equipment or software, however this may have happened.
- I will not install or attempt to install any programs on any of the school ICT systems, nor will I try to alter any computer settings.

Responsibilities

- I understand that if I fail to comply with this Acceptable Usage Policy, I will be subject to disciplinary action within the school's C3 system. This may also include temporary or permanent loss off access to the school's ICT systems, temporary confiscation of personal equipment, contact with parents and in the event of illegal activities involvement of the police.

FULL NAME _____

Signed _____   Date _____