# ACCEPTABLE USE OF ICT SYSTEMS

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<th>POLICY CLASSIFICATION</th>
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<td>POLICY NUMBER</td>
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<td>Policy 04/2014</td>
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**Policy Approval:**
This policy was approved by the Principal and Senior Leadership Team on

This policy supersedes all previous policies in relation to matters contained herein.
1. **Rationale**

1.1 This document has been developed to ensure students are aware of their responsibilities when using ICT equipment and systems.

1.2 All students should follow the guidelines at all times. You are responsible for your behaviour and actions when carrying out any activity which involves using ICT equipment and information systems either within College or at other locations, such as home.

1.3 ICT equipment and associated technologies include all facilities and resources used to access the College ICT network and internet as well as standalone devices with digital storage.

2. **GUIDING PRINCIPLES**

When using the College's ICT equipment and other information systems, I have understood and will comply with the following statements

2.1 I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.

2.2 I will access the internet and other computer-based systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users or pupils to access the internet through my username and password.

2.3 I will ensure that I use a suitably complex password for access to the internet and ICT systems and that I will use a unique password for each system.

2.4 I will not attempt to bypass any filtering and/or security systems put in place by the College. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Helpdesk.

2.5 I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to a member of the pastoral care team.

2.6 I will not download or install any software from the internet or from any other media which may compromise the College network or information situated on it without prior authorisation from the network manager.

2.7 I will ensure that all College-owned equipment taken off site (home/ College trips), (laptops, tablets, cameras, removable media or phones) is stored securely.

2.8 I will return any College-owned ICT equipment to the relevant individual within College (network manager) once it is no longer required.

2.10 I will protect access to any document that contains personal information relating to other students/ friends/ family/ staff.

2.11 I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to protect me or others.
2.12 I will report any suspicion or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems to the Helpdesk.

2.13 If I encounter any content or communications that is unpleasant or upsetting, or you believe is illegal or would be considered offensive by another user, I will report this to a member of staff immediately.

2.14 I will not intentionally damage any College-owned ICT equipment.

2.15 I will not eat or drink while using College-owned ICT equipment.

Social Media

2.16 I will take reasonable precautions to protect the personal information contained on my profile on social networking sites.

2.17 I will only use social networking sites in College hours with explicit permission from a teacher. (In curricula activities)

2.18 I will maintain a positive online identity, both in and outside College, and I will not abuse any member of staff or pupil via any comments, video, text or sound that would cause offence. I will not make comments about the College which could potentially damage its reputation.

2.19 I will not give away any personal information or the personal information of other users in College over the internet. This includes photographs or videos of me, other pupils or members of staff.

2.20 I will not arrange to meet someone I have met online unless this is part of College work, in which case I will inform a member of staff and ask a responsible adult, parent or guardian to go with me.

2.21 If I experience any offensive or hurtful comments relating to the College, staff or pupils, I will take screenshots for evidence and report the incident to the eSafeguarding coordinator. (named individual, e.g. anti-bullying lead)

Managing Digital Content

2.22 I will demonstrate safe and responsible behaviour when creating, using and storing digital images, video and sound within College.

2.23 I will only use College-owned equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants. Images and video will be of appropriate activities and participants will be in appropriate dress.

2.24 I will not publish resources, e.g. images online without the permission of the staff and pupils involved.
2.25 When searching for images, video or sound clips, I will ensure that I am not in breach of any copyright law and will respect ownership and acknowledge online sources.

Email

2.26 I will only use my College email address to contact people I know or those approved by my teacher for College-related work.

2.27 I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.

2.28 When sending emails I will ensure that they are polite and sensible. I will not use my College email account to forward chain emails.

Mobile phones and devices

2.29 I will ensure that my mobile phone and any other personally-owned device is switched off or switched to ‘silent’ mode during lesson time.

2.30 I will only use my mobile phone during set times (as decided by the SLT).

2.31 I will take precaution and protect my personal mobile telephone number.

2.32 I understand that my mobile phone may be confiscated or searched if a member of staff has reasonable suspicion that it has been, or could be used, to cause harm, disrupt teaching or to break College rules.

Agreement

I have read and understand all of the above listed points relating to my use of technology within College. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Pupil name

Signed

Date