

ACCEPTABLE USE POLICY

Access to the academy ICT Network and internet

Please find a summary of our Acceptable Use Policy printed below. Please discuss the following rules with your child. If you agree to them, please sign and date this form below and return it to the academy.

All computers within the academy have Internet access to help our learning and these rules will keep everyone safe and help us to be fair to others.

- I will only access the network and other ICT systems using my own login and password, which I will keep secret.
- I will not access other people's files.
- I will only use the computers for schoolwork and homework.
- I will not bring in USB pens from outside the academy unless I have been given permission.
- I will ask permission from a member of staff before using the internet and will always work so that the member of staff can see my computer monitor screen.
- I will only e-mail people that my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give out my home address or telephone number on the internet or by email.
- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help protect other students and myself.
- I understand that the academy may check my computer files and may monitor the internet sites I visit.
- I must not copy, record or distribute any material from or with the college network facilities that may be illegal to do so. This can include television media, films, telephone conversations and music.
- I understand that the academy network will be supervised by key logging security software and will monitor all activity, recording any inappropriate language or use, e.g. chat rooms, internet use, typing and file names etc.
- I must not knowingly distribute or introduce a virus or harmful code onto the academy network or equipment.
- I must not misuse or damage IT related equipment.
- I understand that any use of social network sites on the academy network will be monitored using relevant software. If there is a suspicion of anything inappropriate, information will be recorded for nominated staff to review and take action if necessary.
- I will ensure that my files/folders are structured within my account in an efficient manner to utilise space on the academy network.
- I understand that the use personal mobile devices on academy property is for teaching and learning purposes only, and in line with instructions given from teaching staff.

Name of student

Learning Guide number

Signature:

Date

To the Parent/Carer

I have read the Acceptable Use Policy of the academy and as a parent or legal carer of the student named above, I grant permission for my child to use the networked computer systems, electronic mail and the internet. I understand that students will be held accountable for their own actions and acknowledge that anyone abusing the system, either on the academy network or the internet, will have their access rights terminated. I will contact the Executive Principal if I no longer wish my child to use the academy network with access to the internet.

Name of Parent/Carer

Signature

Date

