



IT & Media Services

Acceptable Use Policy - Students

The school provides a range of technologies (hereby referred to as “IT & Media Services”) including PC’s, Laptops, Wired and Wireless Networks, Telecommunications, VLE, Email and Applications, to support teaching and learning. These technologies offer access to a vast amount of information which can be either locally stored, or available on remote networks such as the Internet.

IT & Media Services are provided and maintained for the benefit of all Newquay Tretherras Users (students, staff and visitors), and are intended to be freely available by all.

It is a user’s responsibility to access and use IT & Media Services appropriately and only to aid teaching or learning, not for excessive recreation or personal gain.

Access to IT & Media Services must be within UK Law and specifically adhere to the terms set out in this policy.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using IT & Media Services.
- that school IT systems and users 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 will have good access to IT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I will not share my username or password with anyone, 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.
- If I arrange to meet people off-line that I have communicated with on-line, 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 when I see it on-line.

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

- I understand that the school IT 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 might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school IT systems for on-line gaming, on-line gambling, internet shopping, 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 school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission.
I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I 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.
- If I damage a piece of equipment, I accept that I may be charged for the repair.
- 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 understand that chat and social networking sites present obvious dangers. I will access neither in school without explicit permission, and I will be careful and aware of the dangers when using them at home.

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 pictures, music and videos)
- When I am using the internet to find information, I will 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 school:

- I understand that the school 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 school and where they involve my membership of the school 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 the next page 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 school IT systems.

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached.

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 school IT systems.

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

- I use the school IT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDA's, cameras etc
- 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.

Name of Student

Tutor Group

Signed

Date

Please return your completed forms to your form tutors.