



## Acceptable Usage Policy – ICT 2018 - 2019

The Academy has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the Academy library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the internet just as you are in a classroom or in an Academy corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

The Academy provides a screening service for internet use. However no solution can completely guarantee the prevention of students' access to unwanted internet material. Articles of unacceptable material such as racist, extremist, political or violent material for example, are not as easy to screen out as pornography; however we work closely with our internet provider to ensure such sites are filtered. Computers will be used to access the internet only where staff can monitor their use.

### Equipment

- Installing, attempting to install or storing programs of any type on the computers is not allowed. If you need a specific program for your studies you will need to talk to the Network Manager or your teacher.
- Damaging, disabling or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Flash Games are not permitted in the Academy, unless authorised by a member of staff supervising the lesson.
- Always check files brought in on a removable media (such as CDs, flash, drives etc.) with antivirus software and only use them when they are found to be clean of viruses.
- Mobile equipment (e.g. laptops, tablet PC's, PDAs etc.) are not allowed to be connected to the network unless an additional agreement has been signed following a meeting with the network manager.
- No eating or drinking is allowed in the IT rooms to protect the computers from spillages.
- Do not use the network in any way that would disrupt use of the network by others.
- Unapproved system utilities and executable files will not be allowed in work areas, attached to email or run from an external drive.

### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name and password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and portable storage will be treated as Academy books. Staff may review your files and communications at any time to ensure that you are using the system responsibly.
- Do not reveal and personal information e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
- The Academy has trained internet safety advisers. If you are concerned about any issues regarding the use of the internet or contact you have had via the internet please talk to your tutor who will be able to refer you to an adviser.

## Internet

- Access to the internet at Academy and use of the Academy network are privileges not rights.
- You should access the internet only for study or for Academy authorised/supervised activities.
- Only access suitable material – using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted. You are responsible for rejecting these links if any appear inadvertently during your research.
- Respect the work and ownership rights of people outside the Academy, as well as other students and staff. This includes abiding by copyright and intellectual property rights.
- Do not try and bypass the filters which are in place as they are there for your protection. If you find unsuitable websites through the use of proxy servers you should report the web address to the network manager.

## Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as on the street. You should remember that you are representatives of the Academy on a global public system.
- Only open attachments to emails if they come from someone you already know and trust. Attachments contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The Academy will treat this misuse in line with the Academy's code of conduct.
- The sending or receiving of an email containing content likely to be unsuitable for children or educational organisations is strictly forbidden.
- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Electronic mail – is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.

**Please read this document carefully. Only once it has been signed and returned will access to the internet be permitted. If you violate these provisions, access to the internet will lead to removal of all ICT access.**

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, Police may be involved or other legal action taken.

**I have read and understand the above and agree to use the Academy computer facilities within these guidelines.**

**Student Name:** ..... **Tutor Group:** .....

**Student Signature:** .....

**Parent/Carer Signature:** ..... **Date:** .....

***Please return this completed form to THE BULWELL ACADEMY***