Policy: Student Acceptable Use Policy

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New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The internet provides children and young people with access to a wide range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering systems used by the college block inappropriate content, including extremist content. We also filter out social media, such as Facebook for Years 7-11. Searches and web addresses are monitored and the ICT Technicians will alert senior staff where there are concerns and prevent further access when new sites that are unlocked are found.
Where staff, students or visitors find unblocked extremist content they must report it to a senior member of staff.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that college ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The college will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the student to agree to be responsible users.

Sidmouth College 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 Sidmouth College 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. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn or disciplinary action.

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will not attempt to set-up or use any proxy by-pass software, in order to by-pass the college internet filter.
- Immediately report any instance where I have inadvertently gained access to restricted areas to a member of staff.
- I will treat my username and password like my toothbrush – I will not share it, 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.
- 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 college 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 might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from 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 college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in college if I have permission & I understand that, if I do use my own devices in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.
- 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.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.

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 music and videos)
- When I am using the internet to find information, I should 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 college 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 college and where they involve my membership of the college 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 not be allowed access to the college network / internet and my parents will be contacted.

Please read this carefully. If you violate these provisions, access to the Internet may be denied and you may be subject to disciplinary action.