



## ICT Acceptable Use Policy (AUP)

The school has a duty of care to ensure you are being provided with safe, reliable and useful ICT resources. These resources can be found on the Network, E-mail System, Internet or Learning Platform. We believe every staff member/student has a right to these resources. However, we all need to ensure we protect these resources by following the guidelines in this policy:

- I will take personal responsibility for my own e-safety ensuring that I use internet sites appropriately e.g. when online, I will not give out any personal details or arrange to meet someone. Information on this can be found at <http://www.thinkuknow.co.uk/>
- I will use email responsibly and always be polite and respectful. I will only use email systems, chat rooms and other messaging methods that are approved by the school. I will never use ICT for bullying or harassing others or in a way that will bring the school into disrepute. I will only use the school's email system for school work and not use it as a method of communication for chatting or to create accounts, such as on social media and other communication platforms.
- I will not download or install any software or files on school's ICT equipment (unless it is a requirement of an agreed course of study), or open emails or attachments from people that I do not know.
- I will not intentionally gain access to unsuitable or illegal sites e.g. pornography, child abuse, racism, incitement to violence. I will report, as soon as possible, accidental access to such sites. I understand that my report will be confidential and would protect other students and myself. Teachers will guide the appropriate use of sites.
- I will only access computer systems using my own login and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990.
- I will ensure that my work does not break The Copyright, Design and Patents law i.e. I will always acknowledge the source of information (words, images etc.) I use. I will not copy other peoples' work and pass it off as my own (plagiarism).
- I will use school ICT equipment with care and tell my teacher of any damage which occurs as soon as possible.
- I will use network resources responsibly e.g.
  - I will only store school-related files and images on the school network
  - I will only use the ICT equipment for school related work
- I will comply with GDPR. Information on this can be found at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>