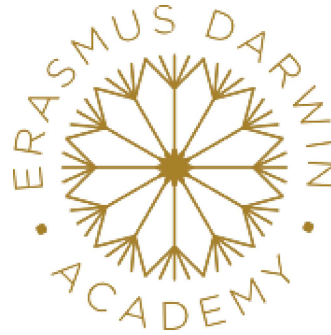




ICT Acceptable User Agreement

(Years 7-11)

I understand that the internet is not to be used to access or to send to others anything which is illegal, or anything that someone else may find offensive. This would include indecent images, abusive or offensive images and words and items which lead to upset, discrimination, racial or religious hatred. If I am unsure, or if I come across anything which makes me feel uncomfortable, I will turn my computer monitor off and let a teacher know. I know that I cannot use a mobile phone or other personal digital device on the Academy site for any reason. I must never access social media sites, messaging, chatrooms or send texts during the Academy Day.

- I must not take photos or record video or make sound recordings with any personal mobile device. If I misuse my phone or other personal device, I know it will be confiscated.
- I will always be polite when I use Academy devices or systems. I will never be abusive or use foul language in my on-line communications.
- I will treat all Academy ICT equipment with care and respect. I will never harm Academy systems or attempt to access, change or destroy files and systems belonging to the Academy. I will not attempt to access files that I am not entitled to see or use. I will report any problems to a member of staff.
- I understand that every person in the Academy has a different computer login and password. I will never allow anyone else to use my details. I will change my password if I think someone else may have my details.

- I will not link devices that are themselves computers (this includes mobile phones and tablet devices) to the Academy network unless I am told to do so by the IT Manager.
- I will not send or post negative remarks about the Academy or any staff or any students associated with the Academy via phones or other personal devices or via Academy computers, devices or systems. Neither will I send negative messages against the Academy or people within the Academy via the internet.
- I will not take part in 'cyber-bullying' by sending or posting humiliating, harmful or cruel images, or setting up blogs or websites or similar communications using the internet or other digital communication devices. This applies both inside and outside the Academy.
- I will not post or send inappropriate pictures or videos of myself or others or upload these onto social networking sites. I will not forward inappropriate pictures that I have received from somebody else as this could be illegal.
- I will not open unexpected or suspicious files. If something doesn't feel right I will follow my instincts and report it to an appropriate adult. I will never create a false profile as a joke and pretend to be somebody else. I will not spam people or send needless or anonymous messages.
- I understand that the Academy will log and monitor my use of computers and devices and my digital communications. I will never try to bypass any of the security in place in the Academy; this includes using proxy bypass sites. This security is in place to protect me from illegal sites, and to prevent hacking into other people's accounts.
- I will not take information from the internet and use it as my own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If I am unsure, I will ask an adult. I will not pretend that the work of other students or others outside the Academy is my own – THIS IS PLAGIARISM.
- I understand that if I fail to follow these conditions, or if I deliberately misuse Academy ICT, this will result in a sanction in line with the Behaviour Policy.