



## ICT Acceptable Use Declaration

**Name:**

**User Login:**

**Email Address:**

ICT equipment is provided and maintained for the benefit of all students. You are encouraged to use and enjoy these resources and ensure they remain available to all. Students are responsible for good behaviour on the College network just as they are in the classroom or a College corridor. Remember that access is a privilege, not a right. Inappropriate use will result in the privilege being withdrawn, either temporarily or permanently. Serious misuse will result in the use of the College disciplinary procedures.

***The College reserved the right to monitor student use of the College computer systems and network.***

### Security & Privacy

- **Be secure:** never disclose passwords to others or use passwords intended for others. If you need to leave your PC for a few minutes – save your work, lock the computer, take your belongings with you and tell a member of staff. If you are away for more than 10 minutes, the computer will be unlocked and made available for other users.
- **Be respectful and responsible:** do not use the computers in a way that harasses, harms, offends or insults others; do not attempt to bypass network security or alter settings.
- **Be safe:** never tell anyone you meet on the Internet your home address, your telephone number, your College's name or send them your picture.
- **Be fair in your use:** computer storage areas and disks are like College lockers and are a scarce, shared resource. Staff may review files and communications to ensure that the use of the system is fair, appropriate and responsible. Stored work on the network must be strictly for College related work only.

***The College reserves the right to monitor use, remove or manage files (such as music or games) that are stored in your area without warning.***

### Ensure fair, safe and responsible resource and equipment use

- Take care by not eating or drinking (except bottled water) in the Library, Study Centre or ICT classrooms.
- Installation or storage of programs of any type on the computers is not permitted. You must not run any software that is stored on any removable USB media.
- Protect the equipment. Avoid any activity which may damage, disable or otherwise harm the operation of the computers or network.
- Recognise the value of resources and avoid waste such as unnecessary printing or use of disk space.
- Use computers for educational purposes only. Commercial uses are not permitted e.g. buying/selling goods, preparing/printing commercial material (except when needed for your studies).



- Understand that external equipment can cause problems to equipment and other users. **Never** connect mobile phone equipment to the network (e.g. laptops, tablet PC's, PDA's etc) unless you have permission directly from a member of staff or ICT Technician.

### Ensure fair, safe and responsible internet use

- Access to the Internet is for study or College authorised/supervised activities.
- Do not use the Internet to obtain, download or place non-educational games or send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by the copyright laws.
- Internet 'chat' activities take up valuable resources which could be used by others to benefit their studies. So these are forbidden on the College network during lesson time, except under the direction of a staff member or as part of an education exercise.
- YouTube is permitted on the network but only for educational purposes.
- All students are given a College email account which they can also access from home. In the interests of the efficient and safe use of email, Web-based accounts such as Hotmail, will not be available on the College network.
- Never arrange to meet anyone unless your Parent/Guardian or Teacher goes with you. People who you contact online are not always who they seem.
- The Internet is filtered by the Colleges Internet Service Provider. Whilst every effort is made to make use of the Internet as safe as possible, no filter can be 100% effective. Any site accessed that is not appropriate should have its' web address noted and be excised from immediately. The web address should be passed to a member of staff.

### Ensure fair, safe and responsible E-mail use

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour will not be tolerated.
- Never open attachments to emails unless they come from a known and trusted source. They could contain viruses or other programs which can destroy information and software on your computer.
- Do not send emails to multiple users unless it is a requirement of your course and is supervised by your Teacher.
- The sending or receiving of email containing material likely to be illegal or unsustainable for children and young adults is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content. **Always** report such messages to a member of staff.

### College Responses and Sanctions

Violations of the above rules and expectations are likely to result in a temporary or permanent ban on using the College's computer systems and equipment. Additional action may be taken by the College in-line with the Disciplinary Policy. For serious or repeated violations, an exclusion from College may be imposed or, in extreme or persistent cases, you may be asked to leave College. Where appropriate, Police or other Agencies may be involved and we reserve the right to share information where there may be legal implications, or where there is a reasonable concern about the safety of an individual.



*I wish to use the computer facilities at King Edward VI College, I have read the ICT Acceptable use Declaration.*

Signature:

Date:

Staff Signature:

Date:

*The signed copy of this document will be held in a secure place and destroyed when you leave College.*

**Lee Sands**  
**Director of Systems and Innovation**