



King's Academy Binfield

Acceptable ICT Usage Policy for Students

Date: February 2018

This document is a guide to young people to be responsible and stay safe while using the Internet and other communication technologies. It clearly states what use of computer resources is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents/carers or, in the event of illegal activities, contact with the police.

- I will only access the academy network through my authorised username and password. I will not use the passwords of others.
- I will not use the academy IT systems for personal or recreational use, for on-line gaming, gambling, internet shopping, file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programmes on any academy computer or try to alter computer settings.
- I will only use my personal hand held devices (e.g. mobile phone/ipod) in the academy at times that are permitted. This could involve commuting to and from the academy, or to contact parents after participation in an extra- curricular activity. When using my own devices, I understand that I have to follow the rules set out in this document.
- I will carefully write email and other on-line messages making sure the language I use is not strong, aggressive or inappropriate and shows respect for others. I am responsible for the emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation who has sent them.
- For my own safety and that of others, I will not disclose personal information about myself or others when on-line. I will not arrange to meet 'on-line friends' unless I take an adult.
- I will not take, or distribute, images of anyone without their permission.
- I will not record any images of any activity/person in school and share with others.
- I will only use chat and social networking sites with permission and at the times that are allowed.
- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable or may upset other students when I see it on-line.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video. I will only use the work of others found on the Internet in my own work with their permission.
- I will take care to check that information I find on the Internet is accurate and understand that some work found on the Internet can be untruthful or misleading.

- I will immediately report any damage or faults involving IT equipment however this may have happened.

Signed

Date

Print Name:

Class/Tutor Group