**St Brendan’s Sixth Form College: ICT Acceptable Use Policy for Students**

**Please retain this information to show that you have read, understood and agree to the rules included in the Acceptable Use Policy.**

**E- Safety Tips for Home and College:**

* + Treat your username and password as confidential – do not share, nor try to use any other person’s username and password.
	+ Be aware of who you are communicating with when online - you can never be really sure who you are talking to.
	+ Be very careful when you disclose or share personal information about yourself or others when on-line - avoid giving your full name, address etc. and never give a contact number to anyone you don’t know - use a nickname where possible
	+ Avoid meeting people off-line that you have communicated with online. If you do, do so in a public place and take someone with you.
	+ Never give out pictures online or over a mobile to someone you do not know-they can be altered or passed on.
	+ Always use the privacy settings on social media like Facebook so only ‘friends’ can see your profile.
	+ Remember - anything you post or upload to the internet is there forever so be very careful what you put online - would you want a prospective employer or university to see it, as increasingly they check out applicant profiles on-line?
	+ If you share inappropriate images of anyone under 18 years, it can be an offence under the Protection of Children Act 1978 and the Criminal Justice Act 1988.
	+ Cyber-bullying or harassment is unacceptable at the College and will lead to disciplinary action. It could also lead to prosecution under the Equality Act 2010.
	+ If you have any concerns about your E-Safety, talk to your tutor (PSA) or any other staff member or visit <http://www.thinkuknow.co.uk/11_16/report/> for advice on what to do.

**I understand that I must use College ICT systems in a responsible way, to ensure that there is no risk to my safety or the safety of the ICT systems and other users. I also recognise that use of the College IT equipment, computer systems and computer network is a privilege, not a right, and may be revoked if this Policy is breached.**

**Specifically:**

1. **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 the College will monitor my use of the ICT systems, e-mails and other digital communications.
* I will not (unless I have permission) make large downloads (e.g. the contents of a CD) or uploads that might take up internet capacity and prevent other users from being able to carry out their work
* I will not give my login details to another user and will also never enter another person’s data area without their permission or knowledge.
* I will not use the College ICT systems for online gaming, gambling, or file sharing. I will only access video broadcasting sites (e.g. YouTube) or social media sites for educational purposes with permission.
* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other users’ files, without their permission and knowledge.
* I will not send derogatory or inappropriate e-mails or texts to staff or students, or make inappropriate postings on their social media sites.
* I will log off or leave the IT suite immediately if asked to do so by any member of staff.
* I will always save my work to the H drive first, and not save it only on a USB and will manage the files on my drive, archiving old files as appropriate.
1. **I recognise that the College has a responsibility to maintain the security of the technology it offers me to ensure the smooth running of the College:**
* I understand that, if I use my own device(mobile phones / USB/ laptop etc.) in College, I must follow the rules set out in this agreement, in the same way as if I was using College equipment
* I will not try to upload, download or access any materials which are illegal or inappropriate or may cause distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
* I will immediately report any damage or faults involving equipment or software regardless of how this may have happened, and will never attempt to fix the problem myself.
* I will not open any attachments to emails, unless I know and trust the person / organisation that sent them, due to the risk of the attachment containing viruses or other harmful programmes.
* I will not undertake any form of malicious behaviour (hacking, introducing viruses, Worms etc. to the College equipment).
* I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, not will I try to alter computer setting.
* I will not view or display any offensive messages/pictures or materials and will immediately report any unpleasant or inappropriate material or anything that makes me feel uncomfortable when I see it on-line.
* I will not take or distribute images of anyone without their permission.
* I will let the IT Team know if there are any breaches or loopholes in security and/or give them suggestions to improve the network.
* I will comply with the Data Protection Act 1998 and the Computer Misuse Act 1990.

 **3. When using the internet for research or recreation, I recognise that:**

* I understand that the Internet and its use are covered by copyright and data protection laws. I must ensure that I have permission to use the original work of others in my own work.
* I understand that plagiarism (i.e. passing someone else’s work off as my own e.g. cutting and pasting from internet articles into an essay) is not acceptable and may result in disciplinary action.(See Plagiarism Policy)
* 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 will take care to check that the information that I access is accurate

 **4. I understand that I am responsible for my actions, both in and out of College:**

* I will not eat or drink in the IT suites/near PCs.
* I will treat everyone with respect and will not disturb others or disrupt the working environment of the IT suites in whatever College setting.
* I understand that the College also has the right to take action against me if I breach this agreement when I am out of College (examples would be cyber-bullying, defamation/insults, use of images or personal information, posting comments that bring the College into disrepute.)
* I understand that if I fail to comply with this Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the College network/ internet, suspension, permanent exclusion, and contact with parents/carers or even the police in the event of illegal activities.

**St Brendan’s Sixth Form College**

**ICT Acceptable Use for Students Agreement**

Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, you will not be able to continue your studies at St Brendan’s Sixth Form College.

I have read and understood the ICT Acceptable Use Policy for Students and agree to follow the guidelines when:

* I use the College ICT systems and equipment (both in and out of College)
* I use my own equipment in College (when allowed) e.g. mobile phones, tablets, PDAs, cameras etc.
* I use my own equipment out of College in a way that is related to me being a member of the College e.g. communicating with other members of the College, accessing College email, Moodle, website etc.

**Name of Student…………………………………………………………**

**Student ID Number………………………………………………………**

**Student Signature………………………………………………………..**

**Date…………………**