

**Student Acceptable Use Policy**

**Agreed : April 2019**

College Policy

Digital technologies have become integral to the lives of children and young people, both within college and outside college. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

* that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* that college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and/or users at risk.

The college will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my own personal safety:**

* I understand that the college will monitor my use of the systems, devices and digital communications.
* I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
* I will be aware of “stranger danger”, when I am communicating online.
* I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
* If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.
* I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

**I understand that everyone has equal rights to use technology as a resource and:**

* I understand that the college systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
* I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
* I will not use the college systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
* I will only print college work with staff permission; I will not intentionally waste limited resources such as printer ink or paper.

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* At the end of each session, I will close all programs and log out of the device and college systems.

**I will act as I expect others to act toward me:**

* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take or distribute images of anyone without their permission.

**I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:**

* I will only use my own personal devices (mobile phones etc) in college if I have permission. I understand that, if I do use my own devices in the college, I will follow the rules set out in the relevant policies and in this agreement, in the same way as if I was using college equipment.
* I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or 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, however this may have happened.
* I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
* I will not install or attempt to install or store programmes of any type on a college device, nor will I try to alter computer settings.
* The use of social media during the college day is not permitted.
* I will not use mobile devices to take pictures / videos in college unless given permission to do so by a member of staff.

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

* I should ensure that I have permission to use the original work of others in my own work
* 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 should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

* I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).
* I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the college network / internet, consequences outlined in the behaviour policy and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college systems and devices.**

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college ICT systems.

I have read and understand the above and agree to follow these guidelines when:

* I use the college systems and devices (both in and out of college)
* I use my own devices in the college (when allowed) eg mobile phones, cameras etc
* I use my own equipment out of the college in a way that is related to me being a member of this college eg communicating with other members of the college, accessing college email, VLE, website etc.

Name of Student

Group /PD

Signed

Date

Parent / Carer Counter signature (optional)

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Use Agreement

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This Acceptable Use Policy is intended to ensure:

* that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
* that college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* that parents and carers are aware of the importance of Online Safety and are involved in the education and guidance of young people with regard to their online behaviour.

The college will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the college expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the college in this important aspect of the college’s work.

Permission Form

Parent / Carers Name

Student Name

As the parent / carer of the above student, I give permission for my son / daughter to have access to the internet and to ICT systems at college.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of college. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the college website and occasionally in the public media, in line with the college data protection policies.

The college will comply with the Data Protection Act and request parents / carers permission before taking images of members of the college. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents / carers are requested to sign the permission form below to allow the college to take and use images of their children and for the parents / carers to agree

Digital / Video Images Permission Form

Parent / Carers Name

Student Name

As the parent / carer of the above student, I agree to the college taking and using

Yes / No

digital / video images of my child / children. I understand that the images will only be

used to support learning activities or in publicity that reasonably celebrates success

and promotes the work of the college.

Yes / No

I agree that if I take digital or video images at, or of, – college events which include

images of children, other than my own, I will abide by these guidelines in my use of

these images.

Signed

Date

Use of Biometric Systems

The college uses biometric systems for the recognition of individual children for a cashless canteen system.

Biometric technologies have certain advantages over other automatic identification systems as pupils do not need to remember to bring anything with them (to the canteen or college library) so nothing can be lost, such as a swipe card.

The college has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a college context.

No complete images of fingerprints / palms are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a student's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Parents / carers are asked for permission for these biometric technologies to be used by their child:

Parent / Carers Name