



Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet (Students)

The ICT resources are provided and managed by the College and are made available to all students across all curriculum areas and staff to carry out their professional duties. This Acceptable Use Policy has been drawn up to protect all parties - the students, the staff and the College. It has been made available to all students, their parents/carers and staff. The College reserves the right to:

- examine or delete any files that may be held on its ICT network
- to monitor any Internet sites visited
- to monitor all on-line activity
- to view any e-mail messages passing through or saved on the network.

All students who wish to use the College's ICT facilities **MUST** sign the Acceptable Use Declaration.

Access to the College's ICT facilities is a privilege and not a right. Any student who abuses this privilege will immediately be excluded from accessing and using the ICT facilities and further sanctions will be applied through the college's disciplinary procedures.

- Access should only be made via the authorised logon name and password, which must not be made available to any other student;
- Only hardware encrypted memory sticks may be used;
- Activity that threatens the integrity of the ICT network, or activity that attacks or corrupts other systems, is forbidden. Such activities include browsing/deleting system files, sending internal messages and changing any system settings;
- While the network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the College accepts no responsibility for damage caused by computer viruses on other systems;
- Other student users' files must not be accessed without prior permission
- Use of the network to access and/or store inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Downloading of programs, games, music, video, screensavers, wallpaper or other non-educational material from the Internet or uploading the same from disc or CDROM is forbidden;
- All Internet activity should be appropriate to educational purposes.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use of the ICT facilities for social networking, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same levels of language and content should be applied as for letters or other media;
- Giving names, home addresses, telephone numbers or other details such as bank details on the Internet is forbidden;
- Arranging to meet someone through e-mail or on the Internet is forbidden
- The use of interactive chat, chat rooms or newsgroups is forbidden

The College reserves the right to amend this acceptable use policy at short notice



Acceptable Use of the ICT Facilities and the Internet Declaration (Students)

All students who wish to use the College’s ICT facilities must have permission from their parent(s)/carer(s).

Please read the ‘**ICT Acceptable Use Policy**’ before completing this form.

[Parent(s)/Carer(s) should retain the ICT Acceptable Use Policy].

Student Name:	
I have read and understood the College ‘ICT Acceptable Use’ policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Student Signature:	Date:

Parent / carer consent for Internet access	Date:
I have read and understand the College ‘ICT Acceptable Use Policy’ and give permission for my child to access the Internet. I understand the College will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the College cannot be held responsible for content accessed without permission.	
Parent /Carer:	Date:

Parent /carer consent for Web Publication of Work, Photographs and video
I agree, that if selected, my child’s work may be published on the College web site. I also agree that photographs and videos that include my child may be published on the College web site and on other promotional materials.
Parent /Carer: Date: