



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Student Acceptable Use Policy**

Chesterton Community College | Student Acceptable Use Policy

Aim:

The College is committed to harnessing the power of technology to support teaching and lifelong learning and to ensure that members of the Chesterton community receive the best service in a safe environment.

Use of technology and the Colleges resources, including Internet use and access, is considered a College resource and privilege. Therefore, if the College Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

All students must follow the conditions described in this policy when using school ICT networked resources including: Internet access, school learning platforms such as Edmodo, both in and outside of school.

Breaking these conditions may lead to:

- Withdrawal of students access,
- Withdrawal of access to equipment, such as iPads and computers.
- Close monitoring of students network activity,
- Investigation of students past network activity,
- In some cases, criminal prosecution.

BY USING THE COLLEGE RESOURCES YOU ARE AGREEING TO THIS POLICY.

Our Principles:

- Helping students develop lifelong learning skills and autonomy in their learning
- Ensuring equity of access to resources for all
- Supporting high standards in teaching and learning
- Ensuring safety and security

Health and Safety:

The College is committed to the highest standards of health and safety procedures and practices while using technology.

Internet:

The College believes the Internet is a powerful tool, which, if used safely, will greatly enhance teaching, learning and the productivity of the College community.

The school e-safety policy outlines school policies with regard to internet usage and the mechanisms in place to protect all stakeholders.

Additional Policies:

The use of technology is also covered in, but is not limited to, the e-Safety, the Health and Safety, Child Protection, Behaviour, Teaching and Learning and Homework policies.

Acceptable Use

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements:

Use of school based equipment

1. I realise that all activity on tablets and computers are monitored at all times, even when they are taken off site. I realise that files held on the school network will be regularly checked by the Director of eLearning or other members of teaching staff.
2. I will not trespass into other users' files or folders.
3. I will not share my login details (including passwords) with anyone else. Likewise, I will NEVER use other people's username and password.
4. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Director of eLearning to get it changed.
5. I will ensure that I log off after my network session has finished.
6. If I find an unattended machine logged on under other users username I WILL NOT continue using the machine – I will log it off immediately.
7. I will not use the network in any way that would disrupt use of the network by others.
8. I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of the teaching staff or the Director of eLearning.
9. I will not introduce "USB drives" or other portable devices into the network without having them checked for viruses.
10. I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
11. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
12. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
13. I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will

be appropriate to my education. No resources will be published online without the permission of the staff and pupils involved.

14. I will not use any personally-owned mobile device to take images, video or sound recordings.

Use of the internet

15. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
16. I will not attempt to bypass any filtering and/or security systems put in place by the school.
17. I will not download and/or install any unapproved software, system utilities or resources from the Internet.
18. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
19. I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
20. I will not use language that could stir up hatred against any ethnic, religious or other minority group.

Use of social media

1. I will not use social media networks within school unless requested to by my teacher.
2. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users.
3. I will not talk about school when using social media such as Facebook, Twitter and YouTube or any other online publishing websites.
4. I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.

Use of email

1. I understand that I should only use school provided email to communicate with other students and staff.
2. I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
3. I will not receive, send or publish material that violates copyright law.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass or cause offence, inconvenience or needless anxiety to any other person.

- Unauthorised access to data and resources on the school network system that belong to other “users”.
- User action that would cause:
 - Corruption or destruction of other users’ data,
 - Violate the privacy or dignity of other users,
 - Intentionally waste time or resources on the school network or elsewhere.

Agreement

I am signing below to show that I understand and will try to abide by these rules

Name:

Form:

Signature:

Date: