



### Student ICT Acceptable Use Policy

Rules **when** using the Academy ICT network and equipment: Treat the Academy's equipment with respect, any equipment intentionally damaged will result in a bill for either a repair or replacement being sent home to your parents.

You **MUST NOT** install or attempt to install any software on to the Academy computers or any other compatible devices.

You **MUST** protect your password at all times. Do not give out your password to anyone else.

You **MUST NOT** attempt to log in, read, write, modify or copy someone else's work or files (including email). This is actually a criminal offense and could lead to prosecution.

You **MUST NOT** attempt to connect your own personal devices (laptops, tablets, mobile phones etc) to the Academy network.

You **MUST NOT** knowingly interfere with the security software or settings of any computer or device.

You **MUST NOT** knowingly create, distribute, run or install any malicious code (e.g. virus', Trojans, worms etc.).

**DO NOT** store private or sensitive information (photos/documents) on the Academy network or send it via the Academy email system, this includes USB or other portable pen drives.

You **MUST NOT** use the Academy's equipment to transmit abusive, threatening or harassing material, chain letters, pornography, spam or communications prohibited by law. Matters such as cyber bullying will be taken very seriously.

You **MUST NOT** access instant messaging or social networking sites such as Facebook, unless specifically asked to do so by your teacher.

The Academy reserves the right to monitor your digital footprint when using Academy equipment. This includes but is not restricted to:

- Your Academy network account
- Email
- Web history
- Printing

**Students who contravene this policy will find themselves dealt with severely on an individual basis subject to the Academy's disciplinary practices.**

Student name: \_\_\_\_\_

Form: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Disclaimer: The Academy is not in any way responsible for the repair, replacement of any electronic device a student may bring to Academy. A student's, possession, use, transfer of any electronic device during the Academy day or any other Academy event, it is AT THEIR OWN RISK.**