

ICT Acceptable Use Policy

Ownership

- I know that the UTC's computers and Internet access have been provided to help me with my learning and that other use of technology may not be allowed. If unsure what is allowed, then I will ask a member of staff.

Copyright

- I will respect other people's information and copyright by quoting appropriate citations and credits and asking permission before using images or text from online sources.

Personal devices

- I will only use my personal device (laptop, tablet, smartphone etc.) in a lesson if I have permission from a member of staff.
- Should I choose to bring my own device to the UTC (devices included, but not limited to phones, tablets, laptops, e-readers) then I agree to abide by the UTC's internet filtering policies while connected to the UTC's network
- All Year 10 & Year 11 students surrender their personal devices at the beginning of each school day and is returned to them at the end of the school day.

Use of computer and Internet

- I know that my use of UTC computers and Internet access will be monitored and logged.
- If I am aware of anyone misusing devices, systems or the UTC's infrastructure then I will report it to a member of staff.
- I will only change the settings on the computer if a member of staff has allowed me to, and if I have been granted the permission to do so.
- I will not attempt to circumvent restrictions on the any UTC equipment or devices attached to the UTC's network.
- I will keep my password safe and private as my privacy, work and safety must be protected.
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will not lend, hire or give the UTC's ICT equipment to anyone.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will always check that any information I use online is reliable and accurate.
- I know that use of the UTC's ICT system for personal financial gain, gambling, political purposes or advertising for example is not permitted.
- I know that if the UTC suspect that I am behaving inappropriately with technology, then enhanced monitoring procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.

Criminal Offence and Breach of UTC Policy

- I understand that it may be a criminal offence or breach of the UTC policy to download or share inappropriate images, music, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk to find out more.
- I know that if the UTC suspect that I am behaving inappropriately with technology, then enhanced monitoring procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.

Safeguarding

- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not upload, download or share any images, video, audio or text that could upset, threaten the safety of or offend any member of the UTC community.
- I will only upload, download or share pictures or videos of others online if it is appropriate to do so and only when I have permission.
- I understand that the UTC's Internet filter is there to protect me, and I will not try to bypass it.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about staying safe online.
- I will read and talked about these rules with my parents/carers.
- Sanctions
- I know that if I do not follow the acceptable use policy then sanctions will be applied which can include:
 - Parental involvement
 - Removal of privileges and access including to equipment, software, projects, visits and employer/ university partners
 - Referral to training, guidance and support o Exclusion if offence is deemed to be serious
 - Involvement of external agencies including the police, child protection services or social services.

I have read and understood the above policy and will adhere to the terms of the ICT Acceptable Use Policy at Southbank UTC

Name..... Signature: (Student)..... Date:.....

Name..... Signature: (Parent)..... Date:.....