

IT Acceptable Use Policy – BRIT Student

The Brit School has a responsibility to provide you with safe, reliable and useful IT resources, to help you make the most of your learning experience at the School. You have a right to these resources and we have an obligation to ensure that they are used wisely and safely. The School also allows you to use the wireless network, to connect your own personal devices to.

To use these IT resources, we would ask you to read through the following guidelines and sign to confirm that you agree to comply with them:

1. Acceptable use of Internet, Social Networking & Communication

- 1.1. I will take personal responsibility for my own e-safety when connected to the Internet on any device (further advice is available at <http://www.thinkuknow.co.uk>).
- 1.2. I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher.
- 1.3. I will not take, publish or stream any photographs, videos or sound recordings of other people (staff, students or guests) without their permission.
- 1.4. I will not make reference to any staff from School or bring the School into disrepute while using any social networking, chat rooms, discussion forums, messaging or other Internet based services.
- 1.5. I will use all messaging services, e.g. Email, instant messaging and social networking sites, responsibly and always be polite and respectful. I will only use email systems, chat rooms and other messaging methods that are approved by the School. I will not open emails or attachments from people that I do not know.
- 1.6. I will not intentionally gain access to unsuitable or illegal sites e.g. pornography, child abuse, racism, radicalisation, incitement to violence. I will report, as soon as possible, accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

2. Acceptable use of School Technology & Personal Devices

- 2.1. I will never use any IT resources or devices for bullying or harassing people or in any way that would upset others or would bring the School into disrepute. I will not intimidate other students, e.g. sending or posting of inappropriate messages directly to or regarding others, as this is unacceptable and constitutes a form of bullying. If any such intimidation affects the wellbeing of any student in School, it will constitute a breach of this policy whether the intimidation was initiated in or out of School.
- 2.2. I will not download or install any software or files on School's IT equipment (unless it is a requirement of an agreed course of study) or access any torrent/peer-to-peer services. I will check with my parent or other responsible adult before downloading and installing software or files onto any devices I own.
- 2.3. I will not use my mobile phone during lessons, without permission from a member of staff. I will keep my mobile phone switched off, not in silent mode, and stored out of sight during lesson times.
- 2.4. I understand that I am responsible for the safety and security of any devices I own while in School.
- 2.5. I will report any concerns I have whilst using school IT systems, by using the 'Report a Concern' shortcut on computer desktops, or by speaking to my teacher/tutor. I understand that my report will be confidential and would protect other students and myself.

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- 2.6. I understand that all mobile communication devices are strictly prohibited in any examinations or assessments.
- 2.7. If I have to use removable storage (e.g. memory stick) or internet based storage services (e.g. Google docs or Dropbox) I will ensure that no confidential data is stored on it.
- 2.8. I will only access computer systems using my own login and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990. If I think someone knows my login and password, I will report it immediately.
- 2.9. I will use School IT resources with care and tell my teacher of any damage which occurs as soon as possible.
- 2.10. I understand that the school assigns a limited amount of printing credit per term. If I exceed this budget, I am responsible for paying to top-up my printing allowance.
- 2.11. I will use network resources responsibly e.g.
- I will think and then preview before I print
 - I will regularly review my files and delete them when no longer needed
 - I will only store School-related files and images on the school network
 - I will only use the IT resources during lesson and study time for school related work

3. Acceptable use of Technology - Copyright & Plagiarism

- 3.1. I will ensure that my work does not break The Copyright, Design and Patents law.
- 3.2. I will always acknowledge the source of any information (words, images etc.) I use.
- 3.3. I will not copy other people's work and pass it off as my own (plagiarism).

I understand that the School uses Child Protection software to monitor my use of IT resources for any inappropriate behaviour and may also check my computer files, my school emails and may monitor the Internet sites that I visit.

I understand that, If I do not follow these guidelines, the AUP will be enforced which may result in confiscation of any devices and disciplinary action including, in extreme cases, suspension or expulsion. The School reserves the right to report any illegal activities to the appropriate authorities.

Student's Name:

Tutor Group:

Student's Signature:

Date:

Parent/Guardian's
Signature:

Date: