IFIELD COMMUNITY COLLEGE

Acceptable Use Policy for Students Student Network Agreement

I understand that I must always follow the points made in this policy, which applies to the College network and ICT equipment. I understand the College will apply penalties to me if I do not follow the policy properly, and in certain cases this could lead to my removal from the College through permanent exclusion. I understand that my access to the network is a privilege, that I may lose this privilege if I do not use the network in accordance with the rules and guidelines below.

I understand that it is strictly prohibited to;

- Share my password, accidentally or intentionally, or use a password that is not my own

- Produce, look at, display, copy, send or publish in any way material which contains libellous, defamatory, offensive, racist or obscene content of any kind, or content likely to cause anxiety or upset to others

- Reply to any messages, give out any personal information or share images without permission

- Act in any way which is an abuse of the College network or equipment, a misuse or unlawful use the network facilities, or to act in a way which may risk the security of the system

- Connect any equipment to the network or its computers, unless instructed to do so by a member of staff (see transfer of work below)

- Include any material which I have not produced myself in my own work without clearly indicating in my work the source of such information (plagiarism)

I realise that;

- I am personally responsible for all my actions when using the network

- All aspects of the network are monitored without notice

- During lessons and other curriculum activities the network should only be used to support the educational purposes of the College, and is not for personal use e.g. making purchases, maintaining my own website, non-curriculum messaging

- Games may not be played at any time

I must;

- Always behave in a way which does not bring the reputation of any individual, or the College or the West Sussex County Council into disrepute

- Report any abuse of the network quickly to my teacher, or to the ICT technicians (room S35)

- Keep all my work safe and carefully saved, using helpfully named folders and files, and I must regularly back up my work onto my school One Drive account (*not* media player or mobile phone)

- Use all the resources and equipment carefully, with a view to avoiding damage at all times, whilst saving power, materials, time and money

- Always operate within the law, mindful of the Data Protection Act, Copyright Act, and Computer Misuse Act.

I will follow these points of General Guidance;

- I will look after my password by writing it down in a secret place, making sure I am always ready to use it, whilst ensuring no-one else finds out what it is

- I will operate the network in the way the teacher tells me and will use it only to perform the tasks the teacher sets for me

- I will show the utmost respect for my own work, by producing the highest quality I can and keeping my work safe

- I will also show the utmost respect for the work of all other users, and will never copy or interfere with their work or their computers in any way

- I will help with power-saving by turning off my computer at the end of the College day, or at any other time I am told by a member of staff, and will be careful not to print any more than is necessary.

- I will be sure to report any faults or other technical problems to the teacher by raising my hand and waiting.

I have read and understand all the points made in this agreement. I agree to be bound by these rules, and to follow the guidelines.