



CROOKHORN COLLEGE

ACCEPTABLE USE AGREEMENT (STUDENTS)

ICT including the internet, email, mobile technologies and online resources have become an important part of learning in our College. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent/carer. Any concerns or queries regarding this agreement should be directed to the College.

- I will only use ICT systems in College, including the internet, email, digital video, and mobile technologies for College educational purposes.
- I will not download, install or modify any software or change any configuration settings on any College technologies.
- I will only log on to the College network/ Learning Platform with my own user name and password.
- I will follow the College ICT security system, not revealing my passwords to anyone and changing them regularly.
- I will only use my College email address.
- I will make sure that all ICT communications with students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use.
- I understand that cyberbullying is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at College or outside.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange to meet someone, unless this is part of a College project approved by a member of staff.
- Images of students and/or staff will only be taken, stored and used for College purposes in line with College policy and not be distributed outside the College network.
- I will ensure that my online activity, either in or outside the College, does not cause the College, staff, students or others distress, or bring them into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.

- I understand that my use of the internet and other related technologies can be monitored and logged, and can be made available to my teachers.
- I understand that any devices issued to me remain the property of Crookhorn College and I will return the device before the end of the College day.

I agree I will not:

- Dispose of or sell any College device
 - Install, modify or remove any software
 - Add, modify or remove any device hardware
 - Swap issued devices with other students
 - Synchronise or erase the device on another computer
 - Delete any browser history
 - Change or disable any access passwords
 - I agree any personal items I bring into College are at my own risk
 - I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied and my parent/carer may be contacted.
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