

## **Student ICT Acceptable Use Agreement (to be read in conjunction with the e-safety policy)**

All learners have a responsibility to use York Learning's computer system in a professional, lawful, and ethical manner. To ensure that learners are fully aware of their responsibilities when using Information Communication Technology (ICT) and the learning network systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all learners are reminded that ICT use should be consistent with the York Learning ethos, other appropriate policies and the Law.

- Learners should ensure that they do not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring them, their families, or York Learning into disrepute.
- Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites. York Learning's owned information systems must be used appropriately. Hardware and software provided by York Learning is primarily for learners to use in order to carry out their studies.
- Learners should not use the system for personal or recreational use unless they have permission.
- Learners are expected to comply with the requirement to use appropriate passwords and other security measures introduced from time to time.
- To prevent unauthorised access to systems or personal data, learners must not leave any information system unattended without first logging out or locking the device as appropriate.
- Learners must not share their passwords or other security information and must not use another's password to access the system.
- Learners must not download any software or install any hardware onto the network without agreement from the Network Manager.
- Learners must not attempt to modify the desktop or otherwise alter the set-up of a device.
- If learners suspect a computer or system has been damaged or affected by a virus or other malware they must report this to their

tutor immediately

- Learners may use their own devices in school, providing they have the relevant permissions. This includes use of the WIFI. Learners are expected to follow the rules set out in this agreement, in the same way as if they were using our equipment.

## **Using email for your studies**

- If using Google Education you will be provided with a yorklearningeducation email address. Electronic communications with other staff and other professionals should only take place via York Learningeducation.co.uk or york.gov.uk email address.
- Learners must not open any attachments to emails, unless they know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Learners are expected to use the channels of communication in a polite and responsible way without using strong, aggressive or inappropriate language. They must also appreciate that others may have different opinions.

## **Staying Safe and Respecting other users**

In order to stay safe learners are advised:

- not to disclose or share personal information when on-line.
- only arrange to meet new friends met on-line in public places and with an appropriate adult
- to immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.
- when using the internet to find information, to take care to check that the information is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead

Learners must respect other users of the system. They should:

- respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ensure that they have permission to use the original work of others in their own work
- not try (unless with permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- where work is protected by copyright, not try to download copies (including music and videos)

- not take or distribute images of anyone without their permission.

## **System Monitoring**

York Learning constantly monitors the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the City of York Council's Data Security Policy.

Where Management believes unauthorised and/or inappropriate use of York Learning's information system or unacceptable or inappropriate behaviour may be taking place there will be a full investigation which could result in disciplinary action taking place. This is extended to inappropriate behaviour outside York Learning if other members of York Learning community are involved.

If York Learning suspects that the system may be being used for criminal purposes or for storing unlawful text, images or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

## **Student Acceptable Use Agreement Form**

If you do not sign and return this agreement, access will not be granted to school ICT systems.

- I have read and I understand the Acceptable Use Policy
- I understand that if I fail to comply with this Acceptable Use Policy I will be subject to disciplinary action. This may include loss of access to York Learning network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I understand that York Learning also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am not in class and where they involve my membership of York Learning community (examples would be cyber-bullying, use of images or personal information).
- I understand that I am responsible for my actions, both in and out of school:

Name of Student \_\_\_\_\_ Signed Date \_\_\_\_\_

Course Title \_\_\_\_\_ Course Tutor \_\_\_\_\_