HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

HAILSHAM COMMUNITY COLLEGE ICT ACCEPTABLE USE POLICY

For students's own personal safety
- The College will monitor students' use of the ICT systems, email and other digital communications.
- Students must never share their username or password or try to use any other person's username and password.
- Students must be aware of 'stranger danger' when communicating online.
- Students must not disclose or share personal information about themselves or others when online.
- If a student arranges to meet anyone that they have communicated only online, they must do so in a public place and take an adult with them.
- Students must immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online. This includes material that could be racist, extremist, to support 'terrorist' activity or in any other way be offensive or prejudiced.

Students must understand that everyone has equal rights to use technology as a resource and:
- Students must understand that the College ICT systems are primarily intended for educational use and that they will not use the systems for personal or recreational use.
- Students must 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.
- Students must not use the College ICT systems for online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g.: YouTube).

Students must act as they expect others to act towards them:
- Students must respect others work and property and must not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- Students must be polite and responsible when they communicate with others and must not use strong, aggressive or inappropriate language. Students must appreciate that others may have different opinions.
- Students must not take or distribute images of anyone without their permission.

Students must recognise that the College has a responsibility to maintain the security and integrity of the technology it offers and to ensure the smooth running of the College:
- Students must only use their personal handheld/external devices (mobile phones/USB devices etc) in College if they have permission. Students must understand that if they do use these, they will follow the rules set out in this agreement in the same way as if they were using College equipment.
- Students must understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor must students try to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Students must immediately report any damage or faults involving equipment or software; however, this may have happened.
- Students 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.
- Students must not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor must they try to alter computer settings.
- Students must not use chat and social networking site or websites such as 'Little Gossip'.

When using the internet for research or recreation, students recognise that:
- They should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, students must not try to download copies (including music and videos)
- When using the internet to find information, students should take care to check that the information they access is accurate, and understand that the work of others may not be truthful and may be a deliberate attempt to be misleading

Students must understand that they are responsible for their actions, both in and out of College:
- Students must understand that the College also have the right to take action against a student if he/she is involved in incidents of inappropriate behaviour, that are covered in this agreement, when students are out of College and where they involve their membership of the College community (e.g.: cyber-bullying, use of images or personal information).

I understand that if my child fails to comply with this Acceptable Use Policy Agreement, he/she will be subject to disciplinary action. This may include loss of access to the College network/internet, detention, suspension, contact with parents and in the event of illegal activities, involvement of the police.