



# Hillcrest Student - Acceptable Use Policy

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*2016-2017*

The computer system is owned by the school and is made available to students to enhance their learning. The school's Acceptable Use Policy has been drawn up to protect all parties – the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system and to monitor Internet and e-mail usage at the level of the individual user. The school reserve the right to withdraw anyone's user account if found in breach of any of the point in this policy, as deemed by an appropriate person in authority. Parents/Carers of students who wish to access the network and the Internet must sign a copy of the Acceptable Use Policy and return it to the school.

## **I know that I must use the computers safely**

- I know that the school can remotely monitor what I do on the computers.
- I will only access the school network using my login name and password. I will keep the password secret and not share it with others. I am responsible for all activities on my account.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others. For example, I understand online risks in relation to sexual exploitation, gang culture and radicalisation from extremist organisations.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my peers and can help if anything happens online – even if I am using a computer at home.

## **I Know That I Must Use Computers Responsibly**

- I understand that the computers are here for school work, the system may not be used for socialising, messaging, downloading ring tones, perusing pop stars sites, personal financial gain, gambling, purchasing goods or services, political purposes or advertising.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.
- I will use school printers for school related work only.



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### **I Know That I Must Help Look After the Computers**

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I will not try to connect my own computer or mobile phone to the network.
- Because of the danger of a virus attack on the network, executable files, i.e. games, music software, can only be downloaded with the permission of the ICT Operations Manager who will require a full explanation of the download and purpose relating to school work.
- I know that food and drink is not allowed in the computer rooms, and that I should not eat or drink around any computer.

### **I Know That I Must Respect Others When Using the Computers**

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone irrespective of their race, religion, culture, gender, physical needs or sexual orientation.
- I will be polite online, and I will not use strong, aggressive, racist, homophobic or any other inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.
- I will respect copyright and intellectual rights.

## **Student & Parent/Carer Agreement**

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Please sign the form below to agree to the conditions of use outlined in the **Hillcrest Student - Acceptable Use Policy**.

I have read and understood the Hillcrest Student Acceptable Use Policy.

**Students Name**

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**Students Signature**

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**Form**

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**Parent / Carers Signature**

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**Date**

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