

# Student Acceptable Use Policy (AUP)

**E**

Ensure that I do not create, send or post anything which is offensive to other people or brings the school into disrepute. I will not use any language or images which could offend any minority group. I understand that sexual harassment is not acceptable and will never be tolerated. I understand that sending or receiving inappropriate images, including sexting, via social media or private message is criminal activity and must be reported immediately. I will not take photos, videos or audio recordings of anyone from the school community, or use their personal information, without their permission.

**S**

Secure all my passwords and not share them with others. I understand I must not reveal or use anyone else's login details or access a device someone else is logged onto. I will change my password immediately if it becomes known to someone else and ensure I log out after every network session.

**A**

Access only appropriate material. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that school can monitor my use of the internet if any poor conduct is suspected. I will report any accidental access to other people's information, unsuitable websites or receipt of any inappropriate material as well as any security risk or suspicious behaviour that I become aware of. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, harassment, inappropriate banter, pornographic, defamatory or criminal activity.

**F**

Facebook, social media and email use. I will not publish my own and others' personal details, information or location over any social networking site. I am aware that email is not guaranteed to be private. Messages or any communication via social media or email supporting illegal activities will be reported to the authorities. I will only create and use an account on the social media platforms that I meet the age requirements for.

**E**

Exercise caution when downloading material. I understand that the illegal download and/or copyright of any material, including receiving, sending or publishing, is forbidden and may be passed to the relevant authorities. I will not download any unapproved software, system utilities or resources from the internet.

**T**

Turn off mobile hot spots and not use the network in any way that will disrupt its use for other people. This includes any attempt to harm, destroy or remove any equipment, work of another user, or website connected to the system. The use of VPN's (Virtual Private Networks) are not allowed under any circumstances.

**Y**

Your device, your responsibility. I understand that the Collegiate has the right to confiscate and search any device if it suspects that a student is in danger or has misused a device or the school network. I understand that any activity from a device I own is my responsibility, including all portable devices and their content or viruses. Devices which have detected viruses on them will have to be handed over to the IT department to have the virus cleared.

## **Student Acceptable Use Policy**

All students must follow the rules outlined in this policy when using Collegiate ICT resources and equipment, including all internet access and the Virtual Learning Environment (VLE), accessed from both in and outside of school, and their own mobile devices and electronic equipment. Breaking these conditions may lead to: **confiscation of any electronic devices, close monitoring of the student's network activity, investigation of the student's past network activity, withdrawal of the student's access and, in some cases, permanent removal from the Collegiate and even criminal prosecution.** Misuse of the internet will be dealt with in accordance with the Collegiate's Behaviour and Discipline Policy and, where there is a safeguarding risk, the Child Protection and Safeguarding Policy.

The Collegiate is not responsible for any loss of data on the network, computers connected to the network or data storage used on the network. Nor will it be responsible for personal identifying information stored or used by the student in breach of data protection regulations. Data held on the network will be backed up for a limited period. Students are responsible for backups of any other data held. Use of any information obtained via the network is at the student's own risk.

The Collegiate aims to comply with the General Data Protection Regulation (the GDPR) (following 25th May 2018), when processing your personal information to safeguard your Personal Data. The Collegiate is the Data Controller of Personal Data about students and their parents and/or guardians and is responsible for compliance with the relevant legislation. Further information about how The Collegiate acquires and collects Personal Data can be found in the Privacy Notice for Parents and Students.

**Student access to networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.** Students are expected to use the network systems in a responsible manner. It is not possible to compile a complete set of rules about what is, and what is not, acceptable. However, the above should be a guide and in cases of dispute, the decision of the Principal will be final.

### Student agreement:

*I agree to follow the Collegiate rules on the use of Collegiate network resources and mobile electronic devices. I will use the network and all mobile electronic devices in a responsible way and observe all of the conditions explained in both the E-Safety Policy and this Acceptable Use Policy. I understand and accept the consequences of breaking these rules.*

Student Name.....

Student Signature.....Date.....

### Parent/Guardian agreement:

*Your parent/guardian electronically signed to say that they understand and accept the terms of the agreement during the enrolment process.*