

# Acceptable Internet and Network Use Agreement for Students



The computer system is owned by the College and is made available to students to further their education.

The College's E-Safety and Data Security Policy for ICT Acceptable Use has been drawn up to protect all parties - the students, the staff and the College.

The College reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting Internet and Network access including email should sign a copy of this Acceptable Internet and Network Use Agreement and return it to their Tutor. It will then be sent to the IT Coordinator for approval.

## ***Please read and tick each box***

- All Internet activity should be appropriate to staff professional activity or the student's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person and must be changed on a regular basis (6 weeks).
- Activity that threatens the integrity of the College IT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for conducting themselves in a professional manner in all emails sent and for ensuring emails are sent to the correct addressee.
- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the College into disrepute.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Use of the network to access inappropriate materials such as pornographic or offensive material is strictly forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- The College values the use of cameras and video to celebrate success, however, images of students and staff (both still and moving) may not be manipulated, posted on-line, or circulated with the purpose of causing distress or bullying.
- The use of social media for educational purposes at HTC is increasing. HTC educates each student on how to act appropriately when using these media forms. However, students are ultimately responsible for their own digital footprints and therefore any consequences of acting inappropriately.
- The user agreement displayed when the student first logs on to the College (Firefly) Learning Platform must be agreed to and all future use must be in line with these conditions.
- The unauthorised use/access of someone else's user login/account/files or folders is forbidden.
- I will report any suspicious or malicious activity to IT Support/Teacher or Year Leader.
- I will treat IT equipment with respect and report any faults to IT Support/Teacher.

**Students failing to adhere to this agreement will have their access to the College's computer system withdrawn.**

Student's Full name: ..... Tutor Group: .....

Signed (Student): ..... Date: .....

Signed (Parent/Carer): ..... Date: .....