ACCEPTABLE USE POLICY

Approved by Full Governing Body: 12/7/2017
The Academy Computer Network is being steadily developed to support education within the academy.
We expect all users to understand and follow a few simple rules when using the Academy computer network.

These rules are as follows:

- You must only use the computers for academy related work or activities.
- You must not install any software on the network. This includes screensavers, games and desktop backgrounds.
- You must not use anyone else's username and password to log on to the computers.
- You must not tell anyone else your password, if you suspect that someone else knows your password inform your teacher immediately.
- You must not eat or drink in the computer rooms or near a computer.
- You may only use the academy’s Internet for academy related work or activities.
- When accessing the Internet you must not try to download anything that is unlawful, obscene or abusive. If you come across such information accidentally you should inform your teacher immediately.
- You must not use any social media websites including chat sites.
- Emails should only be sent using the academy’s office 365 mail accounts.
- When using E-mail you must not send any message that is harmful, offensive or abusive to other people.
- You must not plagiarise any material.
- You must not submit any work that’s not your own this includes copying and pasting from websites e.g Google/Wikipedia.
- You must not use copyright material unless it is referenced in your work.
- You may only use the BYOD network for academy related work or activities.
- You must not plug any other device into the academy’s network points. e.g. personal laptop, printer, apple tv.

The computer rooms are monitored by CCTV. All academy computers are monitored using Impero. All internet traffic is filtered by Smoothwall. We can review logs and recordings from all of our monitoring systems.

**Warning: Secure (HTTPS) connections are being monitored by your system administrator.**

The aim is to give users as much freedom as possible to use the network properly and to prevent other people from spoiling this facility. The academy reserves the right to remove or restrict computer access if these rules are broken.

| I/We agree with the terms and conditions set out in the acceptable use policy |
|-----------------------------|-----------------------------|
| Students Name | Parent/Carer |
| Signature | Signature |