

# ICT Acceptable Use Policy for students and staff

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Technology at UTC South Durham supports and enhances the quality of work by students and staff. Each member of the UTC will have access to the ICT tools essential to fulfil their role.

Access to technology is a privilege and not a right. Users who fail to comply with this Acceptable Use Policy Agreement, will be subject to disciplinary action. This may include loss of access to the UTC network / internet, other sanctions and in the event of illegal activities involvement of the police.

Students and staff are solely responsible for action undertaken or attempted from their user area. It is their responsibility to use the school network acceptably and appropriately. The network is for the purpose of UTC related study and should be used with due consideration for the rest of the community who share its use.

“UTC systems” means any IT hardware (e.g. computers, monitors, laptops), software or systems (e.g. internet) owned or operated by the UTC. It also includes personal devices (e.g. laptops, tablets, mobile phones) when using the UTC network/internet.

## User responsibility

- I understand that I must use the UTC ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I understand that the UTC systems and devices are, primarily, intended for my work at UTC and that I will not use them for personal or recreational use during the working day.
- I will not try to make large downloads or uploads that might affect internet capacity and prevent other users from being able to carry out their work
- I will not use the UTC systems or devices for online gaming, online gambling, work outside of the UTC, internet shopping, file sharing, or video broadcasting unless I have permission to do so.

## Appropriate Language and respect for others

- I will be polite and responsible when I communicate with others (e.g. when using email to communicate with staff, students or employer partners),
- I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. I will not use language that could stir up hatred against any ethnic, religious or other minority group.
- I will not take or distribute images of anyone without their permission.
- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the UTC into disrepute.
- I will not use the computers in any way that annoys, harms, offends, insults or upsets others
- I will not damage, interfere or destroy the work of other users of the UTC network

## Equipment

- I will take good care of UTC devices (e.g. handling laptops carefully, returning them to the correct trolley and plugging in the power cable)
- I will not install or store programs or software of any type on the UTC network.
- I will not tamper with the computer hardware or damage, disable or otherwise harm the operation of computers or attempt to reconfigure any installed software.
- I will not waste resources, particularly printer ink and paper.

- I will not eat or drink near any computer equipment.
- I will report all faults or damage to a member of staff.
- If I bring my own device into the UTC I accept that it's use can be monitored while in the UTC and I will operate in line with this policy.

### Security and Privacy

- I understand that the UTC will monitor my use of the systems, devices and digital communications.
- I will not give my password to others, or use passwords to access another user's account.
- If I find machines logged on under another username I will log off the machine whether I intend to use it or not.
- I will log off or lock computers if leaving them unattended.
- I will respect security in place on the computers and I will not attempt to alter or bypass the settings.
- I will not deliberately introduce disks or memory sticks into the network that may have a virus.
- I understand that staff may review my files and communications, including those on memory sticks to ensure that I am using the systems appropriately.
- Staff and students should only communicate with each other through monitored methods (e.g. UTC email system) and not through personal accounts.
- Only approved social media accounts should be used for UTC communication.

### Internet

- I will not access the internet unless for study or for UTC authorised/ supervised activities (Online games, non-subject video clips, etc are not authorised activities).
- I will not use the internet to view, download, send or print materials which are unlawful, obscene or abusive.
- I will respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright law.
- I will not upload any material onto the internet that is any way connected to the UTC without permission.
- I will ask for websites to be 'white-listed' when they will help me with my learning at the UTC and are appropriate.
- I will immediately report any unpleasant or inappropriate websites, material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- When I am using the internet to find information, I will take care to check that the information that I access is accurate.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to UTC ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the UTC systems and devices (both in and out of the UTC)
- I use my own devices in the UTC (when allowed)
- I use my own equipment out of the UTC in a way that is related to me being a member of this UTC e.g. communicating with other members of the UTC, accessing the UTC email, social networks, website etc..

Please sign

Please print name

Date

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