



High Tunstall College of Science
ICT Acceptable Usage Policy (Student)

The computer systems are owned by the College and are made available to staff, students and community learners to support and enhance education. High Tunstall College of Science will endeavour, wherever possible, to provide a safe and secure environment for its users. The College operates 'Smoothwall', a system which monitors all users and alerts the Senior ICT Technician to any misuse or inappropriate material. However, please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way. This agreement has been drawn up to protect all parties. Anyone who fails to comply, or who acts in a way which may be deemed inappropriate or irresponsible, may lose access rights to the College computers. Where students misuse ICT resources, parents/carers may be informed. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious breach of this policy, the police will be informed and a criminal prosecution may follow.

Anyone who uses the College computer system must read this agreement carefully. Please sign both copies, keep one copy for yourself and return the second copy to your tutor.

- I will only access the PC network with the user name and password which I have been given. I agree to keep this information secret.
- I will not allow the use of my computer account by any other person.
- I will not access other people's files unless through shared work areas.
- Any use of the computers will not involve any activities which would be damaging to the College or its reputation.
- I will only send or receive materials or data, which is appropriate and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment
- I will report any unpleasant material or messages sent to me or accidentally accessed by me to the College. I understand my report would be confidential and would help protect everyone.
- Students will only use e-mail with staff approval and will not give out personal information online.
- I understand that the College may monitor my computer use, check any data held on the College network at any time and may monitor the internet sites I visit.
- I understand that the College reserves the right to delete any files that may be held on its computer systems.
- I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material.
- I will not download anything via the Internet that may threaten the College ICT systems.
- When using the College wireless system I will ensure my mobile device is free from viruses and ensure any use is in line with this appropriate usage policy.

- No software should be installed through any medium without first discussing this matter with my teacher and the ICT network manager.
- For students, all removable media i.e. CDs or memory sticks will only be used with permission of your teacher.
- Mobile phones and personal music devices must be turned off and not used unless the teacher has given permission for educational use during the lesson.
- Any personal devices brought into College by students are done so entirely at the student's own risk and are not covered by College's insurance policy.

Remote Learning

During a period of partial college closure or when students are self-isolating but otherwise well enough to attend lessons students will be expected to engage with learning and ensure that they are completing their work remotely.

- I will alert teachers if I am not able to complete work.
- I will complete and submit work in accordance with teacher's instructions, but generally the expectation is via screen shots that I will email regularly to my class teachers.
- I will ensure that I am logged out of my account before sharing a device.
- I will only access remote learning and remote learning exchanges using my Microsoft Teams/college email account. No personal email addresses are permitted. This is to ensure the safety and protection of staff and students.
- I will turn off my webcam and mute my microphone during live lessons. Teachers may ask students to unmute their microphone at appropriate agreed times during the lesson.
- I will use the raised hand or chat functions in Teams to show I need attention or wish to engage in the lessons and the teacher will unmute me if needed.
- I will attend Live Lessons as much as possible but where this is not possible, I will access work that has been uploaded to Microsoft Teams.
- I will behave appropriately during remote learning otherwise I will be excluded from remote learning and will be expected to continue to access resources via Microsoft Teams.

The recording of remote sessions is prohibited in any circumstance. This is not allowed at all!

I agree to abide by the rules of the Acceptable Usage Policy.

Name of Student **Tutor Group**.....

Signature: Student

Signature: Parent/Carer **Date:**