

Acceptable Use Contract – Associate Users

Purpose

The Academy requires all authorised users of the Academy’s ICT systems to agree to the ‘acceptable use policy’. The policy gives details of what is meant by ‘ICT systems’ and ‘acceptable use’. A separate document gives you information about the laws which govern acceptable use of ICT systems. These can be obtained from the main office.

When you sign this contract you agree to all parts of the acceptable use policy relevant to your use of the Academy’s ICT systems as an associate user. If you break the terms of this contract your use of the ICT systems may be terminated immediately and without notice, and the Academy will not be liable for any consequent loss of course fees or materials. Certain breaches may also necessitate the involvement of the police.

Summary of Acceptable Use

- You must take good care of the equipment you use or borrow
- You must keep the username and password supplied to you secret
- You must never try to find out or use someone else’s password – this is illegal
- You must not attempt to bypass security (hacking, using proxies) – this is illegal
- You must not connect anything to the network or to the computers on the network without permission
- You must not access someone else’s files (except teachers looking at students’ work)
- You must not install any software on your computer
- You must take precautions against viruses (especially from pen drives or emails)
- You will be held responsible for the files in your area (home drive, email etc.)
- You must not use the system to threaten, intimidate, bully or harass other people
- You must not access indecent or obscene material
- You must respect the privacy of others and the confidential nature of their data
- You must not copy copyright information such as music – this is illegal
- You must use the systems only for teaching and learning
 - You must follow the instructions of your course tutor concerning your use of ICT and must not access files, websites or software (which might include chat, messenger, games, music or video) except those that the course tutor has instructed you to access
- You must not use systems to cheat by communicating with others or copying work (such as downloading an essay from the Internet)
- You understand that the Academy can and will monitor your use of the system

Safe Use of the Internet

When online you should always be aware of potential problems:

- **Content** – may be inappropriate and make you feel uncomfortable. Information on the internet may not be true.
- **Contact** - meeting someone you have only been in touch with online can be dangerous, you should always talk to a parent or carer before doing this. Cyber-bullying is as hurtful as face-to-face bullying
- **Conduct** – don’t give out personal information. Accepting emails, messages, pictures or texts can cause problems. Sending these can also cause problems, think before you send. Always consider who owns material online and if you have a right to use it.

Student

Name Signature

Parent (if under 18)

Name Signature

Date