

# Brookvale Groby Learning Campus

*part of the Brookvale Groby Learning Trust*



## **IT ACCEPTABLE USE & E-SAFETY POLICY: STUDENT USE**

Reviewed: April 2021

Date of next review: April 2022

## IT Acceptable Use Agreement

- I will not share my username and password nor try to use anyone else's.
- I will not post online any personal information about myself or others.
- I will block attachments to emails by not opening anything sent that I do not trust or recognise - it may contain a virus.
- I will immediately report any messages or Internet content that is inappropriate or makes me feel uncomfortable.
- I will respect, not damage or interfere with IT equipment.
- I will immediately report any damage or faults involving equipment or software.
- I understand that my use of campus computer equipment and the Internet will be monitored.
- I will not use the IT systems for personal or recreational use unless I have permission to do so.
- I will respect other people's work and property and will not access, copy, remove or otherwise alter anyone else's files, without their permission.
- I will be polite and responsible when I communicate with others online.
- I will not take or distribute images of anyone without their permission.
- I will only use my mobile phone and other handheld devices in accordance with guidelines and instructions from staff.
- I will not try to upload, download or access any materials which are illegal or inappropriate.
- I will not use any way of trying to bypass the filtering/security systems, designed to prevent access to inappropriate material.
- I will not try to install any programmes on a computer nor alter the settings.
- I will only use chat and social networking sites with permission and at the times that are allowed, in accordance with the policy.
- I will respect the copyright of others in my own work.
- I will not try to download pirate copies of music, videos, games or other software.
- I will take care to check that information I use is accurate.
- I understand that if I break this agreement, action will be taken according to the behaviour guidelines.
- I understand that Police could be involved if something I did was illegal.