XP.

TRUST



# Acceptable Use of ICT Policy

All computers, peripheral equipment, software and accessible information at XP, whether supplied by our school or our own personal devices, will be used to enhance and add value to the educational experience of the students, staff and the community.

## Educational use

- I will use the technology provided to me by XP, or my own personal devices, only when permitted and only for learning purposes.
- Permission must be given by a staff member to use personal devices for anything other than permitted learning purposes.

## Accountability

- If I use ICT in an unacceptable manner, I may have the right to access the system revoked or limited and my personal devices confiscated.
- I will be held to account for any inappropriate use of ICT by my Crew Leader.

## Monitoring

- I understand that our school reserves the right to monitor, record or delete any data or software on our school's ICT resources and my personal devices when used in school.

## E-safety

- I will keep myself safe online by following the e-safety guidelines on our school website and overleaf.
- I will not share my passwords with anyone else for any reason.
- I will never try to circumvent school safeguarding measures.
- I will report any unacceptable use to my Crew Leader.

Examples of unacceptable use are: harassing others; using disrespectful or offensive language; cyberbullying; risking my own personal safety; identity theft; playing inappropriate games; participating in unauthorised chat rooms, social networking or instant messaging; opening, reading, or sending inappropriate personal emails or texts; damage to the computer equipment or data; loading or downloading illegal or inappropriate files; modifying software or hardware without authorisation,; installing viruses or data or programs that are harmful to any aspect of the computer system; not adhering to copyright rules.

**I have read, understand and will abide by this agreement.**