THE SIXTH FORM CENTRE
GUERNSEY

POLICIES & PROCEDURES

Acceptable Use of ICT (Students)

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POLICIES & PROCEDURES

1. Aims

This Acceptable Use Policy is intended to ensure that:

- Sixth Form Centre students will be **responsible users** of ICT and **stay safe** while using the internet and other communications technologies for educational, personal and recreational use.
- Sixth Form Centre ICT **systems and users are protecte**d from accidental or deliberate misuse that could put the security of the systems and users at risk.

2. Principles

The Sixth Form Centre will endeavour to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users of the ICT provision made available to them.

3. Definitions

It is the Sixth Form Centre's expectation that students must use its ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

For personal safety:

- The Sixth Form Centre will provide secure, filtered internet access to students through its BYOD wireless network
- The Sixth Form Centre will monitor students' use of its ICT systems, including email and other digital communications.
- Students will not share their Sixth Form Centre username or password, nor try to use any other person's username and password.
- Students will follow strong password guidance when setting passwords, in order not to compromise the security of their work, documents or the Sixth Form Centre system as a whole.
- Students will be aware of the risks associated with strangers when communicating online and will not arrange to meet these people when they are alone.
- Students will not disclose or share personal information about themselves or others online.
- Students will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.

Students will:
- understand that everyone has equal rights to technology as a resource.
- understand that the Sixth Form Centre ICT systems are intended for educational use and will not use them for personal or recreational use unless they have permission to do so.
- will not try (unless they have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- will not use the Sixth Form Centre ICT systems for gaming, gambling, shopping, file sharing or video broadcasting (unless they have permission from a member of staff to do so).
- understand that the data storage quota provided on the Sixth Form Centre network is a maximum of 500MB per person, which may only be used for Sixth Form Centre work. If a student reaches their quota they will not be able to save any further work on the Sixth Form Centre system. The Learning

Technologist will email them if they try to exceed the maximum quota and after one week they will delete work from their folder starting with the oldest files first.

Students will:

- act as they expect others to act towards them.
- respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- be polite and responsible when they communicate with others, and not use strong, aggressive or inappropriate language.
- not take or distribute images of anyone without their permission.

Students will recognise that the Sixth Form Centre has a responsibility to maintain the security and integrity of the technology it offers them and ensure the smooth running of the Sixth Form Centre:

- Students may use their personal mobile devices in lessons **only with the teacher's permission**.
- If they do use their own devices in the Sixth Form Centre, they will abide by the expectations set out in this policy, the Mobile Devices policy and the BYOD policy, in the same way as if they were using Sixth Form Centre equipment.
- Students will understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programs or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Students will immediately report any damage or faults involving equipment or software, however this may have happened.
- Students will not open any attachments to emails, unless they know and trust the person or organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- Students will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will they try to alter computer settings.
- Students will not use chat and social networking sites, unless they have permission to do so.

When using the internet for research, students will recognise that:

- They should ensure they have permission to use the original work of others in their own work.
- They should cite any sources used.
- Where work is protected by copyright, they will not try to download copies (including music & videos)
- When they are using the internet to find information, they should take care to check the information that they access is accurate, as they understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

Students will understand that they are responsible for their actions, both in and out of Sixth Form Centre:

- They will understand that the Sixth Form Centre has the right to take action against them if they are involved in incidents of inappropriate behaviour within or outside of the Sixth Form Centre, where they involve members of the Sixth Form Centre community (examples would be cyber bullying, use of images or personal information).
- They understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action. This may include loss of access to the Sixth Form Centre network/internet, detentions, fixed term exclusions, and contact with parents and in the event of illegal activities, involvement of the Police.

POLICIES & PROCEDURES

4. Related policies

1. BYOD Policy
2. Mobile devices policy