



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

ICT ACCEPTABLE USE POLICY CODE OF CONDUCT

Author	Revision Number	Date of Ratification at JNC	Review date
Mr Simon Whitehouse	4		October 2017

Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

Introduction

The academy has a policy for the use of ICT. This may be accessed via the academy's website or a hard copy may be supplied on request. ICT is used extensively to support curriculum delivery. The degree to which we rely on ICT necessitates a code of conduct which has to be understood and observed by all users. Please read carefully the following notes:

All ICT items being used for, or connected with, academy business will be subject to the conditions as set out in the ICT policy. Use of the academy's ICT systems is covered by appropriate statute and therefore any unauthorised use may constitute a criminal offence. The priority for monitoring use of the academy's ICT system will be the safety and welfare of members of the academy's community. Any issues arising from the use or misuse of the ICT systems should be reported to the academy as soon as possible.

Code of Conduct:

- I will only access the academy's computer systems with my own login and password which I will keep secret.
- I will not attempt to access any files, including shared areas, without proper authority.
- I will only use the academy's ICT systems for authorised academy work.
- I will not attempt to install or access any unauthorised programs.
- I will not attempt to change any settings without necessary authority.
- I will not store any files on the academy system that are not required for academy work. Any stored files should not be held for any longer than is necessary.
- I will respect the rights of copyright holders and I will seek advice where doubts may exist.
- I will use the internet responsibly and only contact people I know or those approved by staff or parent/carer.
- Messages I send will be polite and respectful and I will not give any information which is likely to cause offence or lead to the placement of anyone, including myself, in a position of danger and/or fear.
- I will report any unpleasant, unsuitable or offensive material to a member of staff.
- I understand that any report I make will help to protect users and will be confidential.
- I understand that the academy may monitor my computer files and usage, including e-mails and internet sites visited.
- I acknowledge that my signature is required to confirm I have received and understood this code of conduct.

Name of Student: Form:

Signature: Date: