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**ICT Acceptable Use Policy**

**This document covers the set of rules that are relevant to all users in the academy. Please note: Regular checks of files and network areas are made by ICT support staff to ensure data security and network integrity.**

**Any costs arising from wilful or purposeful damage to or theft of equipment or the school network will be charged at the current rate. It is in your interest that you treat the equipment with care and the utmost respect.**

**Image files are checked regularly and users are responsible for the images that they store on the academy network. Image files are regularly checked to ensure un-authorised images are not stored. All users should ensure that images are saved as a suitable file format observing conditions of copyright. Bitmap (bmp) files are not acceptable formats for saving images and will be converted to jpeg / jpg files to save space in user’s network areas.**

Fowey River Academy loans users an account on the computer system. The academy reserves the right to:

* View the contents of your account.
* Remove your access to the network.
* View your E-mail if applicable.
* Investigate incidents reported regarding misuse of the network and equipment.
* Consider police involvement for serious incidents that affect the safety of the network and its users.

When you sign this AUPyou are accepting the following conditions of the academy policy for network users:

* The academy allows you to use the computers and other devices to access the Internet.
* You are responsible for your behaviour and actions when accessing the Internet at academy, whether on your own or academy equipment.
* You should keep usernames and passwords safe and do not reveal these to anyone.
* You should not deliberately search for, view, download, upload, store or forward material that is illegal or that would be considered offensive by another user.
* This includes content that is pornographic, racist or violent in nature.
* If you encounter any content or communications that is unpleasant or upsetting, or you believe is illegal or would be considered offensive by another user, you should report this to a member of staff immediately.
* Any messages that you send, content you post online or work you create using the academy ICT systems must be polite and responsible. It is not acceptable to harass, offend or cause upset to any other user. This includes taking or creating digital photos or videos of other staff or students without their consent.
* Any messages you send or posts you make to websites, in or out of academy time, should not cause staff, students or other users’ distress or bring the academy into disrepute.
* You should not give away any of your personal information, or the personal information of other users over the Internet. This includes photographs or video images of yourself, students or members of staff.
* You should respect intellectual property and ownership of online resources you use in your work, and ensure you acknowledge all sources that you use for any of your subjects.
* You should not attempt to change any settings or install any software on equipment. You should ask a member of the ICT support staff before downloading files or resources from the Internet.
* You should not attempt to bypass any security, filtering or monitoring systems that may be active on equipment. **They are there for your protection and safety.** If you feel that a legitimate resource is being blocked you should ask a member of the ICT support staff to investigate it for you.
* You should not connect any personal equipment such as mobile phones, cameras or media players to the academy ICT system, or attempt to access the academy network from any personal equipment, unless this is part of an educational activity and you have permission from a member of staff.
* You should not attempt to access or delete resources, files or messages to someone else. This will be considered an offence and you may lose access to your user account as a result.
* USB pens are no longer supported at the academy. Safeguarding of all academy data is paramount in accordance with the GDPR rules.
* Google Drive is the preferred method of storing files and folders in line with academy policy.

You understand that your files, communications and Internet activity will be monitored and checked at all times. If these statements or other guidance from the academy are not followed, action may be taken to protect yourself and others, including restricting your access to the academy ICT systems. In certain circumstances it may be necessary to confiscate personal equipment to protect yourself and others.

The following are Illegal:

* Hacking
* Intentional introduction of viruses
* Giving someone unauthorised access (including giving away your password): it is **NOT** your account to lend to others. Actions of another person whilst using your account are **YOUR** responsibility.
* Downloading / storing material that is obscene.
* Downloading illegal copies of software.
* Sending messages of obscene, slanderous, threatening nature.
* Installation of unlicensed software.

Please sign and print your name below to agree to this Acceptable Use Policy

Name: Signature: