ICT Acceptable Use Agreement (Students and Parents)

ACCEPTABLE USE OF THE WYVERN COLLEGE ICT SYSTEMS AND INTERNET:

AGREEMENT FOR STUDENTS AND PARENTS

I will read and follow the rules in the Acceptable Use Agreement policy
When I use the College's ICT systems (like computers) and use the internet in College I will:
• Always use Wyvern's ICT systems and the internet responsibly and for educational purposes only
• Only use them when a teacher is present, or with a teacher's permission
• Keep my username and passwords safe and not share these with others
• Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent
• Follow the online PRIDe expectations at all times, including when I am taking part in a live Teams lesson
• Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
• Report any incidents of cyber-bullying to a trusted adult
• Always log off or shut down a computer when I'm finished working on it

I will not:
• Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
• Open any attachments in emails, or follow any links in emails, without first checking with a teacher
• Use any inappropriate language when communicating online, including in emails
• Participate in any incidents of cyber-bullying
• Log in to Wyvern's network using someone else's details

If I bring a personal mobile phone into College:
• I will only use it in line with the College's mobile phones policy
• If I am given specific permission to use my phone, I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

<u>Computers</u>

At Wyvern there are many computers available for students to use - but you need to use them appropriately and correctly.

Important rules
• Students may only use a computer with a teacher's permission (this means during lessons, breaks and after college).
• Wyvern computers may only be used for college-related work.
• Proxy websites must not be used in College by students.
• Students should report faults to a member of staff as soon as they are discovered.
• Students should not play games on College computers without the permission of a teacher.
• Students should not access or use social networking sites in College without the permission of a teacher.

The Internet
• The Internet is available on computers in the college, but it is filtered.
• Students should not attempt to bypass these filters. Students must not view or download inappropriate materials on College systems.
• When using the Internet, students should be cautious about giving any Internet site personal information about themselves, unless they have cleared it with a teacher.
• Misuse of the Internet will result in suspension of Internet access.

E-mail
• Students must use their Wyvern email account for all communications with teachers. This can be accessed at:
https://outlook.office.com/?realm=wyvern.hants.sch.uk
• Messages to teachers from other mail accounts will not be answered.
• Misuse of the email system will result in suspension of mail access.
• If students send emails, they must remember that they are sending the message as a member of Wyvern. Under no circumstances should a student send any message that could cause offence to the reader.
• Students should only use their email account for college purposes.

Passwords
• Under no circumstances should students tell anyone their passwords.
• Under no circumstances should students share accounts.
• Misuse of passwords will result in suspension of IT access.