



E-ACT Ousedale  
School

Be Kind | Work Hard | Succeed Together

ICT Acceptable Use Agreement  
STUDENTS

**PLEASE NOTE** each time you login to the network of Ousedale School, you are accepting this agreement.

All students must follow the conditions described in this agreement when using school ICT resources including: Internet access and Microsoft Office 365, both within and outside of the school.

Breaking these conditions may lead to:

- Restricted Internet access,
- Withdrawal of the student’s access (Internet / Network),
- Close monitoring of the student’s network activity,
- Investigation of the student’s past network activity,
- Exclusion from school,
- In some cases, criminal prosecution.

Students will be provided with guidance by staff in the use of the resources available through the school’s network. School staff will regularly monitor the network to make sure that it is being used responsibly.

The school will not be responsible for any loss of data as a result of the system or student user error. Use of any information obtained via the network is at the student’s own risk.

## Conditions of Use

Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this agreement. Students must also accept personal responsibility for reporting any misuse of the network to IT Support.

## Acceptable Use

Students are expected to use the network systems in a responsible manner. It is not possible to provide a complete set of rules about what is, and what is not, acceptable. All use, however, should be consistent with the school’s ethos. The following list provides some examples that must be followed:

1	I will not create, send, display or publish any material (text, images or sounds) on internal or external platforms that is likely to harass, cause offence, inconvenience or cause needless anxiety to other people or bring the School into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.



3	I will not use language that could incite hatred against any ethnic, religious or other minority group.
4	I realise that files held on the school network will be regularly checked by IT Support or other members of staff.
5	I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
6	I will not trespass into other users' files or folders or attempt to access any parts of the network not intended for student use: e.g. system files/network management files.
7	I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's usernames and passwords.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact IT Support
9	I will ensure that I log off after my network session has finished.
10	If I find an unattended machine logged on under another's users username I will not continue using the machine – I will log off immediately.
11	I understand that I will not be allowed access to unsupervised and/or unauthorised social media platforms. This includes, but is not limited to Facebook, Snap Chat, Instagram, WhatsApp and other chat facilities.
12	I am aware that e-mail is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
13	I will not use the network in any way that would disrupt the use of the network by others.
14	I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to IT Support.
15	I will not introduce "USB drives" or other portable devices on to the network.
16	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
17	I will not download, store or attempt to install any unapproved content that is not directly relevant to my academic studies. This includes, but is not limited to, games, music, films, software, system utilities or resources from the Internet.
18	I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
19	I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.



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20	I will not attempt to harm or destroy any equipment, work of another user on the school network, or content connected to the school system.
21	I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
22	I agree to comply with the acceptable use policy of any other networks that I access.