

Student Acceptable Use Policy

When using Beaufort Co-operative Academy's IT computer network, I will ensure that I follow the regulation and rules below.

- Use the Academy computer equipment to support my learning and protect the learning environment for all by:
 - Using my username and password provided and not that of another person.
 - Only storing Academy files in "Home Drive".
 - Using virus free portable devices e.g. USB Flash Drive and Mobile Devices.
- Use the Internet responsibly by:
 - Not visiting inappropriate websites.
 - Not using proxy sites or attempting to bypass filtering systems.
 - Not downloading unacceptable or inappropriate materials.
 - Students must not reveal details of themselves or others in communications. This includes details such as addresses, telephone numbers or arranging to meet anyone.
 - Social network sites must not be accessed on the Academy's computer network unless authorised by the teacher or the IT Team.
 - Any inappropriate comments made on social networking sites that relate to cyber bullying, will be treated seriously and dealt with in line with the Academy's Behaviour policy.
 - No member of the Academy may take or publish any photograph of a member of the Academy community without the express permission of the person concerned.
- Use Academy e-mail responsibly by:
 - Respecting other Students & Staff
 - Not creating or transmitting inappropriate, offensive or indecent material.
- Respecting IT equipment or reporting any issues or concerns to your teacher or the IT Team.
- Ensure that the computer is safe to use for other users, by only using the software installed by the Academy.
- Respect the work of other students.
- Respect copyright, other people's privacy and do not attempt to plagiarize.
- All users must notify an appropriate adult immediately if they receive any material (text and/or image) that is inappropriate or violates the policy.

The Academy is committed to ensuring that you have effective access to ICT and that you are safe on the Internet by:

- Tracking and monitoring Internet usage.
- Filtering inappropriate websites and content.
- Regularly maintaining and updating the network.
- Responding to your suggestions on how ICT should be used in the Academy.
- Material created and/or stored on the Academy IT network is not guaranteed to be private. The IT Team may review the network without prior knowledge or agreement of the users, to ensure its being used in line with this policy.
- Responsibility for handing complaints will be delegated to a senior member of staff.

I understand that if I do not follow the agreement above:

- I will be subject to the Academy's Behaviour policy.
- I may be banned from using the computer facilities.