

# Yule Brook College ICT Acceptable Use Policy

You as a student at Yule Brook College agree to the following:

## **1. ICT Equipment:**

- a. To Respect all ICT equipment within the school.
- b. Not to purposely cause damage to any ICT equipment in the school.
- c. To immediately report any damage to ICT equipment to a teacher.
- d. To handle any ICT equipment with great care under your usage.
- e. Not to move or interfere with any ICT equipment without explicit permission from a teacher.
- f. Not to attempt to use any USB, CD, DVD or other external device on any school ICT equipment.

## **2. Network/Online Services:**

- a. Not to attempt to breach, bypass or damage the security and/or integrity of the Department of Education and school's network infrastructure including online services and website restrictions.
- b. To use the school's ICT equipment and online services only for educational purposes.
- c. Not to use the school's online services or ICT equipment to offend or annoy others.
- d. Not to knowingly or intentionally search for any illegal, dangerous or offensive content through the school and Department of Education's online services.
- e. To Inform your teacher of any illegal or offensive content they may find whilst using the school's online services.
- f. Not to reveal any personal information about yourself or others whilst using online services.

## **3. Student Account**

- a. Not to allow others to access your computer account, nor use others' computer accounts.
- b. To keep all your passwords secure and private. Do not let anyone else know your password.
- c. To save all schoolwork documents in your '(H:) My Documents drive.

## **4. Printing**

- a. Not to intentionally waste paper or ink when printing.
- b. To print only school related work.
- c. To ensure you inform any teachers of printing issues including paper jams.

## **5. Copyright**








- a. To get permission from the copyright owner of any material used in your schoolwork before you reuse it in a portfolio for employment, in a competition or any other uses other than for your private research and study.
- b. To acknowledge the creator or author of any material used in your research for schoolwork by using appropriate referencing.

## **I UNDERSTAND THAT:**

1. All ICT equipment owned by Yule Brook College as well as any online services and internet usage is monitored and logged by the school as well as the Department of Education and can be used as evidence for disciplinary action listed on the back of this document.
2. If I do not follow any of these rules, I will be held liable to any disciplinary action by the school outlined on the back of this document.
3. I may be held liable for offences committed using online services.
4. All ICT equipment is regularly reimaged and data on ICT equipment is regularly wiped. It is my responsibility to ensure I save all work to the correct storage spaces and not locally on any school ICT Equipment. Any data loss will be my responsibility.

## **DEFINITIONS:**

- A. Any reference to '**school**' is a reference to Yule Brook College, its premises and all equipment it may own.
- B. Any reference to '**ICT equipment**' includes any computer equipment including but not limited to; desktop computers, monitors, laptops, peripheral devices, phones, network equipment, printers, photocopiers, chargers, cables.
- C. Any reference to '**online services**' includes internet access provided by the school as well as the Department of Education, any internet access on school grounds and any software or service provided by or managed by the school or Department of Education.

If You...	Then...	
<ul style="list-style-type: none"> <li>Use ICT Appropriately and follow the rules of the ICT Acceptable Use Policy..</li> </ul>	<ul style="list-style-type: none"> <li>You can use all ICT equipment and online services and print services.</li> </ul>	
<ul style="list-style-type: none"> <li>Use ICT equipment and online services for things other than educational purposes and/or waste ICT resources including printing..</li> </ul>	<ul style="list-style-type: none"> <li>Internet Access will be restricted for <b>(1 Week)</b> (<i>Only Compass and Office 365 allowed</i>).</li> <li>Printing will be blocked for <b>(1 Week)</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>Attempt to access restricted sites and/or content (<i>Un-Harmful</i>)..</li> </ul>	<ul style="list-style-type: none"> <li>Internet Access will be blocked for <b>(2 Weeks)</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>Attempt to access restricted sites and/or content (<i>Dangerous/Inappropriate</i>)..</li> </ul>	<ul style="list-style-type: none"> <li>Computer Account will be locked for <b>(1 – 2 Weeks)</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>Attempt to access/use any VPN, Tor, Proxy Bypass or other Firewall Bypass/traffic encryption method..</li> </ul>	<ul style="list-style-type: none"> <li>Computer account will be locked <b>(2 weeks)</b></li> </ul>	
<ul style="list-style-type: none"> <li>Damage or attempt to damage any school ICT Equipment including the schools network security through the use or attempted use of viruses or hacking..</li> </ul>	<ul style="list-style-type: none"> <li>You will be Suspended and require a re-entry meeting.</li> <li>All Accounts will be Locked <b>(2 weeks)</b></li> </ul>	
<ul style="list-style-type: none"> <li>Use ICT Equipment or online services to Cyber Bully..</li> </ul>	<ul style="list-style-type: none"> <li>You will be Suspended and require a re-entry meeting.</li> <li>All Accounts will be Locked <b>(2 weeks)</b></li> </ul>	

**STUDENT AGREEMENT:**

I have read the ICT Acceptable Use Policy and understand all of the rules and consequences outlined in the policy. I agree to abide by all of the outlined rules, and if I am found to be in breach of any of these rules, disciplinary action will be taken.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT/CARER AGREEMENT:**

I have read the ICT Acceptable Use Policy and have discussed this information with my child and understand by signing this document you agree that your child understands and agrees to this document as well. I also agree that Yule Brook College takes the exposure to inappropriate content very serious and have put precautions in place to minimise the risk and possible exposure to such content and I will not hold the school responsible for any such content found whilst using school ICT equipment or online services.

Parent / Guardian's Name: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_