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# **Information Technology Acceptable Use Policy**

The aim of this Policy is for students to be safe and responsible Digital Citizens.

All students at Mountainview High School are required to sign a Digital Citizenship Contract agreeing to:

 Be a safe user whenever and wherever they use information and communication technology

 Be responsible whenever and where ever they use technology and support others by being respectful in how they talk to and work with them and never write or participate in bullying on line. This includes forwarding messages and supporting  others in harmful, inappropriate or hurtful online behaviour

 Report to a member of staff if they feel unsafe or uncomfortable online or see a friend being made to feel uncomfortable by others

1. While using devices students must not:
   1. Put themselves at risk at anytime
   2. Publish their own personal details on the internet
   3. Publish the personal details of any other student over the internet or between devices
2. White using devices, students must not participate in any form of anti-social behaviour. This can include but is not restricted to:
   1. The use of obscene, offensive, disrespectful or aggressive language
   2. The distribution of any pictures, videos or information about themselves or other students which could cause embarrassment
   3. Accessing, downloading, distributing or publishing offensive or objectionable material e.g. pornography
   4. Harassment (cyber bullying) in any form
   5. Recording in any format of any other student, staff member or visitor without their prior written consent
   6. Any other activity which may cause offence to others, or bring the school in to disrepute
3. When using their devices at school\* students must abide by the copyright laws
4. Students may not use their devices for any illegal activity

5, Students must not use their device to attempt to interfere with the school Network in any way.

1. Students may not use an audio level which may disturb others
2. Virus protection software is installed and updated regularly. Using personal discs, CD ROMs or USB drives on the school network requires specific teacher permission and a virus check. Unapproved system utilities software and executable files are not allowed to be stored in pupil storage areas.
3. Students may not bring any executable file into school, including programmes, games, hacking tools etc.
4. Storage of work

Only curriculum related files may be stored in the student user areas on the school network. E.g. My Documents and Handin area.

1. Students are responsible for the management of their own accounts, for example logins and passwords. Passwords must not be shared
2. Students accessing the internet must access it through the school system. They must not take any action to interfere with or circumvent the school filters or use a proxy.
3. Students agree not to download software, games, music, graphics or video without first checking copyright and asking their teacher
4. Students agree to use any download material in an appropriate manner, listing its source in a bibliography and clearly specifying any directly quoted material
5. Students must report any accidental damage immediately to a member of staff

Failure to comply with the terms of this agreement will result in one or all of the following consequences:

 Loss of computer access

 Disciplinary action

 Requirement to pay for loss or damage

 In certain cases matters could be referred to the police

Information Technology

Acceptable Use Agreement

# To the Student and Parent / Caregiver

1. Please read this page carefully, to check that you understand your responsibilities under this agreement
2. Sign the appropriate sections on this form
3. Return this page only to the Front Office
4. Keep the rest of the document for future reference

Name of Student:

Group :

Signature: Date:

Parent/Guardian

 I have read this Acceptable Use Policy carefully and discussed it with my son / daughter

 I guarantee that this Agreement has been signed by my child and by me.

 I will encourage my son / daughter to follow the rules and instructions.

Parent / Guardian

Name:

Signature: Date: