

# STM College Acceptable Use Policy

**THIS POLICY MUST BE READ IN FULL !  
(scroll down to read)  
THIS IS A LEGALLY BINDING AGREEMENT.**

## Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers or other equipment, or intentionally waste resources.
- Do not open files brought in on removable media (such as floppy disks, CDs, USB pens etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not attempt to connect mobile equipment to the network (e.g. Laptops, Mobile phones etc.) without permission from the Network Manager.
- Do not eat or drink near computer equipment.

## Security and Privacy

- Do not use any computer which is marked for Staff use only.
- Do not disclose your password to others, or use passwords intended for the use of others or attempt to impersonate other users.
- Never tell anyone you meet on the Internet your home address, your telephone number, the school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect and do not attempt to bypass the security in place on the computers, or attempt to alter the settings.
- The Shared Area and your 'My Documents' will be treated like school lockers. Staff may review files and communications to ensure that students are using the system responsibly.

## Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not attempt to bypass the schools web filtering system - all internet access is logged and monitored
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.

- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

## **Email**

- Students must not use any other email system on the school premises apart from the school email system.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other unwanted programs.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
- Students must never attempt to use any other email account except their own.

Parents/carers are asked to read. Parents/ Carers are then required to sign the agreement below before students can access our college network.

If for any reason you cannot access the college website we will provide a paper copy of the policy on request.

**PARENT OR GUARDIAN DECLARATION - (to be used if the student is under 16)**

As the parent or guardian of this student I have read and agree to the STM AUP & E-Safety Policy. I understand that the ICT resources are designed for educational purposes and the student named below is expected to use the resources according to the specified guidelines. I have discussed these guidelines with the student and believe he or she understands them. I also recognise that the school has done everything in its power to ensure the safety of the student whilst using the Internet or computer network and I will not hold the school responsible for materials this student may acquire on the network.

**I hereby give my permission for the student named below to use the computer network at school and certify that the information contained in this form is correct.**

<b>Name [Please print]</b>	
<b>Relationship</b>	
<b>Phone no</b>	
<b>Date</b>	
<b>Signature</b>	

**STUDENT DECLARATION**

Because I have discussed it with my parent or guardian listed above and read the STM AUP & E-Safety Policy, I understand why the Internet is available to me at school and I will abide by the rules stated in the STM AUP & E-Safety Policy. I know that if I don't follow the rules, I may not be allowed to use the Internet or Computers and school disciplinary action may be taken and/or appropriate legal action.

<b>Name [Please print]</b>	
<b>Date of birth</b>	
<b>Login number (if known)</b>	
<b>Date</b>	
<b>Signature</b>	