



Policy title	ICT Acceptable Use Policy - Adults
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Written on		Reviewed on	May 2017	Next review due	April 2018
SLT link	C Bailey		Governor link	Behaviour and Safety subcommittee	

Copies in	Policies folder ✓	Handbook ✓	Student planner	Website ✓
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*This policy has been written in conjunction with the college's **Equality policy** (Equality Act 2010) and **Preventing and Tackling Bullying** (DFE guidance March 2014)*

## Acceptable Use of ICT Agreement

**To ensure that all adult users of ICT facilities/equipment at Crown Hills Community College are fully aware of their responsibilities when using information systems, they are asked to read this agreement and sign to say that they have done so at the start of each year.**

### Professional Responsibility

- o I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking.
- o I understand that all the software and hardware I will use for college purposes is the property of Crown Hills Community College.
- o I understand that I must inform the ICT Technical Department of accounts to be closed and data to be maintained on departure from the College.
- o I understand that I must return all hardware and software in good working order on departure from the College.
- o I understand that it is a criminal offence to use College ICT systems for a purpose not permitted by its owner
- o I understand that the College may exercise its right to monitor the use of the College's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the College's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- o I will not install any software or hardware without permission and will ensure license requirements are complied with fully.
- o I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- o I will ensure that electronic communications with pupils are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. I will only use College systems and platforms for this type of communication. I will not use social networking sites to communicate with pupils.
- o I will use the ICT facilities responsibly and not waste College resources.
- o I will ensure that students do not use College ICT equipment to play games for leisure purposes or send chain, junk or abusive or bulk emails.
- o I will ensure that students use ICT equipment appropriately and that students leave the computers, labs and other devices in a clean, usable state.
- o I will ensure that students do not disconnect machines or attempt to change the mice or keyboards and will not attempt to repair faults but will report all faults to the ICT Technical Department.
- o I will report any faulty equipment to the ICT Technical Department using the agreed procedure.

### Data Protection

- o I understand that sharing passwords may lead to breaches of security and **I agree not to share any passwords or restricted usernames with anyone other than an authorised person.**
- o I will not destroy another user's files, create or introduce a virus to the College network.



- o I understand that I have a legal responsibility to maintain the security of work related data and will ensure that personal data is stored securely **(encrypted and by using a password at all times)** and is used appropriately, whether in College, taken off the College premises or accessed remotely.
- o I understand that the College uses software to monitor inappropriate or illegal use of ICT technologies which may result in screen shots from network computers being captured if they contain trigger words or phrases.
- o I recognize that information and software available via the network is subject to copyright and or restrictions on its use.
- o I will respect copyright and intellectual property rights.
- o I acknowledge that all Data stored on the College network is the property of the College.

Laptop Received: Signed:

Date:

Name:

Role:

Asset Number:

Device: Dell Latitude E5530

Serial Number:

Laptop Returned: Signed:

For ICT:

Date: