

# **Acceptable Use Policy**

**Adopted by the Governing Board on: March 2020**

**To be reviewed by Governors on: March 2021**

**SLT: Assistant Principal**

**Governor Link: Tim Craven**

- I will only use ICT systems in UTC, including the internet, email, digital video, and mobile technologies for UTC purposes
- I will not download or install software on UTC technologies without permission from the IT Administrator
- I will only log on to the UTC network, other systems and resources with my own username and password
- I will follow the UTC's ICT security system and not reveal my passwords to anyone
- I will only use my UTC email address when emailing members of staff or pupils
- I will make sure that all ICT communications with teachers or pupils is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a UTC project approved by a member of staff
- I am aware that when I take images of pupils and / or staff, that I must only store and use these for UTC purposes in line with UTC policy and must never distribute these outside the UTC network without the permission of all parties involved. This includes UTC breaks and all occasions when I am in UTC uniform or when otherwise representing the UTC
- I will ensure that my online activity, both in UTC and outside UTC, will not cause my UTC, the staff, pupils or others distress or bring the UTC community into disrepute, including through uploads of images, video, sounds or texts
- I will support the UTC approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the UTC community
- I will respect the privacy and ownership of others' work on-line at all times
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers

### **Students**

- I understand that these rules are designed to keep me safe and that if they are not followed, UTC sanctions will be applied and my parent / carer may be contacted
- I will not sign up to online services until I am old enough to do so

**Staff**

I understand that the inappropriate use of the UTC IT systems could result in disciplinary action. This may involve a period of suspension while the allegation is investigated.