



IT Acceptable Use Policy

Sixth Form Student

DISTRIBUTION	This is a Trust-wide policy and applies to all sixth form students within the Trust.		
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RATIFIED BY THE DIRECTORS OF THE FALLIBROOME TRUST	ISSUED – Awaiting Formal Trust Board Ratification		
POLICY REVIEW DATE	In line with changes to legislation and best practice		
POLICY REQUIREMENT	NON-STATUTORY		

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee. Registered Office situated in England and

Wales

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INTRODUCTION

This Acceptable Use Policy (AUP) aims to ensure that Information Technology is used to support learning effectively, without creating unnecessary risks to the staff, students or systems of The Fallibroome Trust. This policy is in place to protect the individual and to keep all staff, students and systems safe and secure.

New technologies are essential elements in 21st century life for education, business and social interaction. The Fallibroome Trust provides students with high speed Internet access, wireless access, learning platforms, email and mobile technologies as part of their learning experience and values the contribution to learning that new technologies can provide.

To enable this, we manage flexible, responsive web filtering, email filtering and security systems to provide a rich learning environment, whilst at the same time maintaining the integrity of our IT services.

We expect all pupils to behave in a safe and responsible manner when using IT services. It is essential that pupils are aware of eSafety and know how to stay safe online; as such we have a comprehensive programme of curriculum and pastoral activities to support this.

In addition, we require all students and members of staff to agree to an IT Acceptable Use Policy covering the use of our IT services. This provides an overview of the range of acceptable behaviour we expect from our students in respect to the use of technology in The Fallibroome Trust.

Pupils are expected to read the enclosed and then to sign and follow the terms of the agreement.

More detail regarding our policies can be found in the eSafety Policy, Behaviour Policy and the IT Code of Conduct, copies of which can be found on our website.

If you have any concerns or would like further information, please contact the Trust Chief Information Officer.

IT ACCEPTABLE USE

- I will only use school IT systems and devices, including the internet, wireless access, email, digital video and mobile technologies, for school purposes.
- I will use my own IT devices and all school devices, including the wireless laptops, in a responsible manner in school.
- I will only log on to the school network, email, software services and learning platform with my own user name and password. I will manage my passwords and follow the school's IT security guidelines and not reveal my passwords to anyone.
- I will be responsible for managing my network account and storage space sensibly, using appropriate files and filenames
- I will not attempt to download or install software on school technologies, or tamper with hardware or software settings.
- I will make sure that all IT communications with pupils, teachers or others are responsible and sensible. I will use my school email account in a responsible manner.
- I will be responsible for my behaviour when using IT services. This includes resources I access and the language I use.
- I will not deliberately 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.
- I will not give out any personal information such as my name, phone number or address, to unknown persons online without taking appropriate safety measures. I will not arrange to meet someone I've met online without suitable safety precautions, unless this is part of an approved school project.
- I will only take or use any images of pupils or staff for school purposes, in line with school policy and will not distribute these outside the school without permission.
- I will ensure that my online activity, both in school and outside school, will not cause my school, its staff, pupils or others distress, or bring them into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

- I will respect the privacy and ownership of others' work online at all times and not use technologies to copy work that is not mine.
- 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 and parents.
- I understand that these rules are designed to keep me safe and to protect school systems, that if they are not followed, school sanctions will be applied, and my parent / guardian may be contacted.
- If an incident occurs that is considered to be an offence under the Computer Misuse Act this may require investigation by the police and could be recorded on any future criminal record checks

IT ACCEPTABLE USE POLICY PUPIL DECLARATION



I have reviewed the IT Responsible Use Policy (6th Form) and agree to follow the eSafety rules and to support the safe and responsible use of IT services at The Fallibroome Trust.

Pupil Name:

Pupil Signature:

Form:

Date:

Please return this section to a member of the Schools Sixth Form Administration Team