



## **Student Acceptable Use of (ICT) Technology Policy**

1. By logging on to an academy computer or using the Internet or e-mail at NOA, you agree to this policy.
2. This policy applies to computers and devices owned by the academy as well as personal devices such as mobile phones.
3. Staff can look at your computer access, including your files or websites you have visited
4. You must only access files or websites as advised by a member of staff. Things you cannot do include: Social Networking, Proxy Sites or Game sites.
5. Computer use must be directly related to your school work
6. You must not share your password or login name with anyone — if somebody finds out your password; you must change it as soon as possible.
7. You are responsible for any activity on your account — remember to log out when you are finished using a computer.
8. You **must** not give personal information to anyone on the internet or by e-mail
9. Do not contact people you do not know online, if someone contacts you who you do not know please contact a member of staff.
10. Do not download, use or upload or send by email any material which is copyright
11. Do not view, upload/download or send by e-mail any material, which is likely to be unsuitable for children or schools. This includes any material of a violent, dangerous, racist, or inappropriate sexual content. If you are not sure about this, you must ask a teacher
12. Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not write anything on a website or send by e-mail anything, which could be offensive. This will be automatically picked up by the school system and traced to the user.
13. Users shall not attempt to interfere with the workings of the school's ICT resources by installing or sending viruses, spyware, malware or other malicious code.
14. Any damage caused to academy equipment intentionally will need to be paid for.
15. If you fail to follow these rules it may result in one or more of the following:
  - a A ban, temporary or permanent, on the use of the computer and or Internet facilities at the school.
  - b Your parents will be informed about what you have done.
  - c Restrictions on your access to school ICT, which will be decided by the Head of Year/Head of Department.
  - d Temporary exclusion for abuse of the school's ICT facilities and of the internet.
  - e Any other action decided by the Head and Governors of the school.
16. If you do not understand any part of this Acceptable Use Policy, you must ask a teacher.