



*For office use only*

UserName:

Added to MIS:

## Robert Carre Trust

### ICT Acceptable Use Policy (AUP) Form

#### STUDENT

Students accept the AUP each time they access a Trust device, they should, therefore, understand and abide by the provisions and conditions of this agreement. They should understand that any violations of these provisions may result in disciplinary action and the removal of their privileges. They also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described above.

#### PARENT or CARER

Robert Carre Trust students must have the signature of a parent or carer who has read this agreement.

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for The Robert Carre Trust to restrict access to all controversial materials and will not hold the Trust responsible for materials acquired on the network. I also agree to report any misuse of the system to the Trust.

I hereby give my permission to The Robert Carre Trust to permit my child access to electronic information services and I certify that the information given on this form is correct.

**NB:** Acceptance of this policy can also be made using the Bromcom MCAS parental engagement solution.

Student Name:

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Form:

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Parent or Carer Name:

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Signature:

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Date:

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**Please return to the main office for entry onto the school's MIS**



# Robert Carre Trust

## ICT Acceptable Use Policy

To qualify for Network, Internet and e-mail access, students must accept this Acceptable Use Policy each time they access a Trust device.

The Robert Carre Trust strongly believes in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

1. Unauthorised access to computer material (that is, a program or data).
2. Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
3. Unauthorised modification of computer material.

Please read this document carefully, only once it has been signed and returned will access to the computer system be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Network, Internet and e-mail will be denied and the student will be subject to disciplinary action.

Terms and Conditions of This Agreement

### 1. Personal Responsibility

As a representative of the Robert Carre Trust, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network.

### 2. Acceptable Use

The use of ICT must be in support of education and research in accordance with the educational goals and objectives of The Robert Carre Trust. Students are personally responsible for this provision at all times when using any ICT resource.

Use of other networks or computing resources must comply with the rules appropriate to that network. (e.g. within other partners of the Joint Sixth Form or when on work placement)

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

### 3. Privileges

The use of the ICT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of staff as to proper behaviour and use of the facilities. Staff will rule upon inappropriate use and may deny, revoke or suspend usage.

## 4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BE POLITE. Never send or encourage others to send abusive messages. Respect the rights and beliefs of others

USE APPROPRIATE LANGUAGE. Remember that you are a representative of the Trust on a global public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

PASSWORD. Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of ICT Support immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

REFERENCE WORK. Cite references for any facts that you present. Do not copy other people's work and imply that it is your own (i.e. plagiarism). Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

## 5. Services

The Robert Carre Trust makes no warranties of any kind whether expressed or implied, for the network service it is providing. The Robert Carre Trust will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the students own risk. The Robert Carre Trust specifically denies any responsibility for the accuracy of information obtained via its Internet services.

## 6. Security

If you identify a security problem, notify a member of ICT Support at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

## 7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

## 8. Online Ordering systems

It is strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature. In addition it is also forbidden for students to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

## 9. Electronic Mail

Electronic mail (email) is provided by the Trust, the use of Internet based email systems is forbidden. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (*spamming*).

## 10. Non Educational Online Activity

Students are not permitted to access non educational games, media (e.g. *YouTube*) or chat services available online.

## 11. Internet Search Engines

Students are required to use Internet search engines responsibly. If students are found to be searching for material unsuitable and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing safety filters from Internet Search engines in order to access unsuitable material. This includes but is not limited to the removal of the SafeSearch feature.

## 12. Executable, Music and Video Files

Students are strictly forbidden from introducing executable files (e.g. *.exe*, *.cmd*, *.bat*, *.bin*) to the network as these can in some cases contain harmful viruses. This includes but is not limited to copying such files onto shared network drives, saving them on your Home Area (H:\) and running them from your USB memory stick.

Students are strictly forbidden from introducing music and video files (e.g. *.mp3*, *.mp4*, *.mpeg*, *.wav*, *.avi*). These files in many cases are copyrighted and the copying onto shared network drives or storing on your Home Drive (H:\) may breach their copyright.

Students are strictly forbidden from downloading executable, music and video files when using the Trust's Internet provision.

## 13. Bring Your Own Device (BYOD)

Students choosing to connect their personal devices to the Trust's wireless network accept that, where appropriate, they must comply with the requirements and terms of this policy and abide by the **ICT Bring Your Own Device (BYOD)** policy.

## 14. Accessing Remote Systems

Students are only permitted to access remote systems authorised by The Robert Carre Trust. These systems include, but are not limited to, those deployed by member schools of the Sleaford Joint Sixth Form.

## 15. Saving Your Work

Students must not use external media (e.g. *USB memory and external hard disks*) as their primary storage repository as it is not possible to recover lost or corrupted files. Students are advised to save all files to their Home Drive (H:\) where it is routinely backed up and easily accessed both onsite and remotely. Students are advised to regularly save amendments to their files to minimise data loss if their service is interrupted.



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## Robert Carre Trust Media Consent Form

The Robert Carre Trust may develop, participate in or be the subject of media and/or electronic based presentations and events that highlight various educational activities that take place during the school year.

I grant the Robert Carre Trust permission to use my child's name, voice, image or likeness in the following media based productions:

**NB:** You can also update the following consent media items using the Bromcom MCAS parental engagement solution.

	Yes	No
<b>Film / movie productions</b> (e.g. sporting events, music performances)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer generated presentations</b> (e.g. assemblies, teaching)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer generated productions</b> (e.g. newsletters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photographs</b> (e.g. school trips, sporting events)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trust websites</b> (e.g. news stories, website images)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public relations</b> (e.g. newspaper articles, radio/TV presentations)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trust prospectus</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social media</b> (e.g. Trust Facebook, Twitter, YouTube accounts)	<input type="checkbox"/>	<input type="checkbox"/>
<b>School displays</b> (electronic/online and wall displays)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Online Lessons</b> (Lessons or Tutor sessions using Microsoft Teams)	<input type="checkbox"/>	<input type="checkbox"/>

**I confirm that this consent will remain in place for the duration of my child's time at the school. I am aware that I have the right to update or remove consent for any or all of the above at any time by contacting my child's school should I wish to do so.**

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

Parent or Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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