

Information Technology Acceptable Use Policy

Guidance Notes:

- Staff, Students and Parents must accept the rules and regulations detailed in this document.
- Failure to comply with the rules could mean that access is withdrawn or, in some cases, more severe action is taken, including legal action, staff disciplinary action or loss of the student's place at the Academy.
- Access is only permitted for current students and full time employees. Temporary access may be granted to part-time staff and visitors at the discretion of the Network Manager.

Staff and Students must:

- Take responsibility for their own actions.
- Not attempt to repair or maintain computer equipment and peripherals; e.g printers, projectors etc.
- Report immediately to IT Services or academic staff any damage to equipment or peripherals.

Acceptable Use:

Subject to the following paragraphs, staff and students may use the IT facilities within the Academy for the purposes of data processing, communications, research and other applications of information technology that genuinely support the educational process within the Academy.

Examples of unacceptable use, which may result in legal action, dismissal or loss of place at the Academy:

- Use of the internet for any illegal purpose.
- The acquisition, creation or transmission of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- The introduction of computer "viruses", "Trojans" or "worms" etc. with the intention of causing disruption or damage to the Academy's equipment or data.
- The transmission or creation of material of a threatening nature, or intended to harass, frighten etc.
- The transmission or creation of material of a libelous nature.
- The transmission of unsolicited commercial or advertising material or similar activities (spamming).
- The infringement of copyright.
- Hacking, or other deliberately disruptive activity.
- Deliberate damage to computer equipment, including; monitor, mouse, keyboard, headphones etc.
- Allowing another person use or knowledge of their personal account and password details.
- Attempting to access the Academy network using another person's account.
- Using Mobile Phones to video record or sound record staff or students.

Examples of unacceptable use which may result in access to IT facilities being withdrawn:

- Use of impolite or abusive language.
- Accessing chat sites and messaging sites including SMS messaging.
- Unauthorised playing or downloading of the following :
 - Computer games
 - Music files including streaming audio/radio
 - Video files including streaming video
 - Programmes and executable files
- Installing unauthorised applications.
- Playing music CDs.

This list is by no means exhaustive and is given as a guide. The Academy will determine the category and severity of any other misuse.