



ICT USER ACCOUNT ACCEPTABLE USE POLICY

A. YOUR COLLEGE ICT USER ACCOUNT

1. As a Landau Forte College student, you have your own College ICT User Account on the College network. This facility enables you to electronically store and retrieve your work and importantly to access learning resources from both inside and outside of the College. To retain your ICT User Account you must comply with the terms of this policy.
2. YOU are responsible for the content of your user area and you **MUST NOT** under any circumstances:
 - a. Allow anyone else to access your user account, e-mail or internet link or to know your password.
 - b. Use anyone else's user account and/or password.
 - c. Leave your login session unattended.
 - d. Change any computer files that do not belong to you or that you do not have access to.
 - e. Play or download games, music or other inappropriate material.
 - f. Plagiarise (copy) others' work without acknowledging the source.
 - g. Bring hardware or software into College which has not been authorised for use.

B. INTERNET AND ELECTRONIC MAIL

1. The internet and e-mail facilities are excellent resources and you are encouraged to use these in a constructive and positive way which will help both your learning and your communication with other users.
2. The College provides fast and reliable internet and electronic mail access with connections to other computer systems located all over the world. Therefore users must understand that the College cannot control the content of the information on these systems but we do use a filtering service which attempts to block illegal, unwanted and potentially offensive material. The College does not condone or approve of the use of such materials and will use its best endeavours to prevent access to all such inappropriate materials by using a filtered service and by regularly checking User Accounts including their Internet activity. Content which passes these filters cannot necessarily be assumed to be acceptable. If you find material which is inappropriate, offensive, illegal, controversial, or which is unsuitable, you should contact the Systems Management Team, or a Tutor, as soon as possible who will attempt to block access to and from that site.

3. When using your account you have a responsibility to help to protect yourself, other students and staff as well as the reputation of your College. Therefore YOU MUST NOT:
 - a. Use the internet or e-Mail for any illegal or inappropriate purpose.
 - b. Use impolite or abusive language.
 - c. Use unauthorised web mail sites. (You are provided with e-mail access from College).
 - d. Violate the rules of common sense and etiquette.
 - e. Send or receive copyright materials without permission.
 - f. Use the internet or e-mail system to bring into College, in any form, materials that would be unacceptable on paper.
 - g. Attempt to circumvent the e-mail and internet filters implemented by the College e.g. by use of proxy server.

4. Landau Forte College reserves the right to view your electronic mail, internet history and files stored in your user area, elsewhere on the College network or held on a personal storage device (including lap top computer or USB key) that is brought into College and is or has been connected to the network.

5. If your behaviour and/or the contents of your College ICT User Account contravene this Acceptable Use Policy then appropriate action will be taken in accordance with the College policy *Managing Behaviour through Rewards and Action*.

STUDENT AGREEMENT

I have read the ICT User Account Acceptable Use Policy and I understand that my activity on the College ICT network will be monitored. Monitoring will include:

- a. All files stored anywhere on the College network plus any that are held on a personal storage device (including a lap top computer or USB) that is brought into College and is or has been connected to the network.
- b. My Internet Activity
- c. E-mails sent or received.

I understand that a breach of the Acceptable Use Policy may result both in the loss of privileges on the network and in further action being taken against me in line with the College policy *Managing Behaviour through Rewards and Action*

Signed by Student: _____

Signed by Parent/Carer: _____

First Name: _____ Last Name: _____ PT: _____

Date: _____ Year _____

**WHEN SIGNED THIS DOCUMENT SHOULD BE RETURNED
TO THE COLLEGE**