



e-safety Rules

(June 2012/reviewed August 2014/April 2015/August 2017)

These e-safety Rules help to protect students and the college by describing acceptable and unacceptable computer use.

- I understand the college owns the computer network and learning platform and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the college
- I will only use ICT systems in college, including the internet, e-mail, digital video, mobile technologies, etc, for college purposes during the college day. I understand that if I am a boarder, I may use the ICT systems at college for private purposes, at specified times identified by the Headmaster
- I will not use ICT systems at college for personal financial gain, gambling, political activity, advertising or illegal purposes
- I will only log on to the college network/ learning platform with my own user name and password
- I accept that I am responsible for all activity carried out under my username
- I will follow the college's ICT security system and not reveal my passwords to anyone and change them regularly
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible, particularly as such communications could be forwarded to unintended readers
- I will not send anonymous messages or chain mail
- I will be responsible for my behaviour when using the Internet/learning platform. This includes resources I access and the language I use
- I will be polite and appreciate that other users might have different views to my own
- I will not give out any personal information such as name, phone number or address through e-mail, personal publishing, blogs, messaging or when using the college's learning platform.
- I will not arrange to meet someone unless this is part of a college project approved by my teacher

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, or connected to terrorist or extremist groups. If I accidentally come across any such material I will report it immediately to my teacher
- I will not download or install software on college systems
- I will not attempt to bypass the Internet filtering or other security systems
- I will ensure that my online activity, both in college and outside college, will not cause the college, the staff, students or others distress, or bring them into disrepute*
- I will respect the privacy and ownership of others' work on-line at all times
- I understand the college can exercise its right to monitor the use of the college's computer systems and learning platform; including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the college's computer system may be taking place, or if it is suspects that the system is being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound
- I understand that all my use of the Internet, the College's learning platform, and other related technologies can therefore be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied and my parent/carer may be contacted. I understand that irresponsible use may result in the loss of my network or Internet access.

* I understand that use of social media (or other digital communication platforms) may not involve the college network, but that my behaviour towards others through this medium could result in disciplinary action taken against me.

Student signature:

Student name.....

I agree to follow the e-safety rules and to support the safe and responsible use of ICT at Bedstone College.

Student Signature.....

Form:.....

Date:.....