ICT Acceptable Use Policy @ Sidmouth College

As a student at Sidmouth College you have access to a wide range of ICT hardware and software. The information age gives you access to a large amount of information and methods for manipulating it which will help you with your learning. However, there are a few straight forwards rules we need you to follow to ensure our facilities are cared for and you are safe whilst using them.

Passwords
✓ I will always logon with my own username and password.
✓ I will keep my password safe and secure.

Network Area
✓ I will keep my documents area organised.
✓ I will delete files which are not required.

Computer Use
✓ I will ensure that all files brought in or sent to college have been scanned for viruses.
✓ I will only use authorised software on school equipment.
✓ I will care for the computer equipment and ICT facilities.
✓ I will only print work for college.
✓ I will bear in mind the environment and follow appropriate printing procedures to minimise paper usage.

Internet Access
✓ I will only access the internet when requested.
✓ I will only access sites relevant to my projects.
✓ I will inform the teacher if I find inappropriate material.

E-mail Use
✓ I will only use e-mails during lesson time if requested by a teacher.
✓ I will use e-mail sensibly.
✓ My e-mails will always be polite.
✓ I will ensure my e-mails are sent to people expecting them.
✓ I will inform my teacher if I have received:

                    Inappropriate e-mails.
                    E-mails which are threatening.
                    E-mails with bad language.

Access to the college ICT facilities is a privilege. We will use our tracking facilities to ensure that the ICT facilities are being used appropriately. If we find that these rules are not being followed then we will remove your ICT privileges.