



Acceptable Use Policy (AUP) - Students

Covers use of digital technologies in Academy: i.e. email, Internet & Learning Platforms, network resources, software, equipment and systems.

- I will not trespass in to others' folders/directories, work or files.
- I will ensure that any private social networking sites / blogs etc that I create (or actively contribute to) do not compromise my professional role.
- I will only use my personal laptop/tablet at appropriate times throughout the day.
- I will only use the approved, secure email system(s) for any Academy communications.
- I will not browse, download or send material that could be considered offensive to anyone in the Academy.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of staff within the Academy.
- I will not allow unauthorised individuals to access email / Internet / network etc.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I understand that all Internet usage / and network usage can be logged and this information could be reviewed if needed.
- I will ensure all documents are saved, accessed and deleted in accordance with the Academy's network security and confidentiality protocols.
- I will not connect a computer, laptop, tablet (or any other device), USB flash drive, external hard drive to the network / Internet that does not have up-to-date anti-virus software, using the Academy's recommended system.
- I will not use personal digital cameras or camera phones for transferring images of students or staff without permission.
- I will use the Academy's Learning Platform in accordance with the Academy.

I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

User Signature

I agree to abide by the Academy's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the Academy's ICT resources and systems.

Full name (printed): _____ Form Group: _____

Signature: _____ Date: _____