



STUDENT ICT POLICIES

Student Network Use

Student Internet Use

Student Email Use

Presented to Governors' Students and Safeguarding Meeting
Tuesday 8 March 2016

Consultation Process	
Date reviewed	24 February 2009
Date reviewed	8 March 2016



STUDENT ICT POLICIES

The **Student ICT Policies** are three individual policies which cover the student’s use of the network, internet and email. They are directly aimed towards the student.

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Student Use of the Network	Section 1
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1.0	USE OF THE NETWORK
1.1	The College constantly monitors your computer usage.
1.2	You are responsible for all activity that takes place under your own login. If you allow somebody else to use your account or if you log in as somebody else then you will be severely disciplined.
1.3	You will require your teacher to release all printing over four pages.
1.4	You will require your teacher to release all colour printing.
1.5	Any ICT problems/issues should be reported to the IT department immediately.
1.6	Any breach of the Student Network Use Policy may result in the loss of network access.

Student Network Use Policy

ICT resources must not be used for anything other than College work.

You must not attempt to change the configuration of any computer or ICT equipment.

You must not attempt to install any software.

Your network password must be kept confidential.

No logged on computer should be left unattended at any time.

Print outs should be singular. Multiple copies must be produced via reprographics.

All printed documents should have your name on them.

2.0	USE OF THE INTERNET
2.1	Access to the internet is a privilege and not a right. The College constantly monitors your internet usage.
2.2	You are responsible for any sites visited or content viewed using the internet.
2.3	You should be aware of the need to stay safe online. More information can be found at www.thinkuknow.co.uk .
2.4	Where inappropriate sites or material are identified by accident, your teacher or the IT Department should be informed immediately.
2.5	Any breach of the Student Internet Use Policy may result in the loss of internet access.

Student Internet Use Policy

You must not access or attempt to access websites that are not relevant to your College studies.

You must not attempt to download any files.

The use of chat rooms is not allowed.

The posting of anonymous messages via the internet is not permitted.

The use of web-mail accounts is forbidden.

3.0	USE OF EMAIL
3.1	The College will provide you with an email account. This is a privilege and not a right. The College monitors your email usage.
3.2	You are responsible for the content of any email sent.
3.3	Emails and attachments from unknown sources should be deleted immediately. Do not open any suspicious messages.
3.4	Where inappropriate emails are received and opened by accident, your teacher or the IT Department should be informed immediately.
3.5	Any breach of the Student Email Use Policy may result in the loss of email access.

Student Email Use Policy

You must not send emails that are not relevant to your College studies.

Emailing other students is permitted, but only as part of your College studies.

Subscribing to mailing lists or similar services is forbidden.

Email messages must not be abusive or threatening in any way.

4. Policy Review

The Governing Body (or responsible committee) will review this policy in line with the procedure for policy review.

Date for review - If no other reason for review (see policy review procedure) this policy will be reviewed in March 2019.