



CLIFTON COLLEGE

Electrical Device Acceptable Use Agreement (Upper School)

Access to ICT (mobile telephones, computers, email and internet) at Clifton College is conditional upon proper use of these media and may be withdrawn, either temporarily or permanently, if the standards expected by the College are not upheld.

I understand that my agreement to make acceptable use of ICT facilities whilst I am a pupil at Clifton College extends to my use of ICT both when I am at the school and when I am at home or on holiday. Although pupils may be trusted by their parents with regard to private internet use, the School has a legal obligation to safeguard all pupils.

As a condition of my use of ICT as a pupil at Clifton College, I undertake

- Not to disclose to anyone any password or login name associated with my use of the Clifton College network; this includes not using the accounts or passwords of others when making use of any form of ICT.
• Not to cause physical damage or engage in activities which could damage or corrupt the school's computers, computer systems or computer networks. This includes: hacking into others' users folders, work or files, or the school's system.
• Not to upload, send, access, store or display personal details (addresses, telephone/fax numbers/photographs) of any person at Clifton College (staff or pupil) using the College network or other ICT.
• Not to upload, send, access, store or display, offensive messages or pictures, or material that would cause offense. This includes threatening or annoying language, or any language which might incite hatred against any ethnic, religious or other minority. Libellous comments about other pupils or College Staff falls into this category as does material which draws improper attention to the appearance or character of all those who live/work at Clifton or visit the College.
• Not to view, upload or download any material which is apparently unsuitable for children; this includes material of a violent, dangerous or explicitly sexual nature, and material dealing with controlled substances or other illegal activities.
• Not to copy software - it is illegal. Those who do are liable to prosecution.
• Not to bring the School into disrepute by any behaviour or action associated with the use of ICT.
• Not to copy text or pictures from the Internet and hand it in to a teacher as my own work.
• Not to use technology that would facilitate access the internet by means other than through the school's ICT system. This includes circumventing the school's systems by using proxy spinners to access forbidden or time controlled sites to access a personal internet connection.
• To respect copyright and trademarks. The words or pictures that are seen on an Internet site cannot be used without giving credit to the person that produced the information originally; always acknowledge sources when using ICT to support academic work.
• To be aware that activity on the school network, including e-mail and the internet can be seen and monitored.
• To be careful of what is said to others and how it is said when communicating using ICT. Names, home addresses, telephone numbers or any personal information about yourself or others must not be given to any strangers with whom communication is made on the Internet. Never arrange to meet strangers who make contact whilst on the computer; anyone can pretend to be someone else.
• To log off when my work has been completed.
• To make use of the Internet in ways that take sensible account of the known risks associated with activity in cyberspace, following College guidance about safe use of social network sites and chat rooms.
• To report to the Head of ICT or your HoM any incident or activity in breach of these undertakings; to tell a member of staff if I see, hear or read anything which makes me feel uncomfortable while using the Internet or e-mail.
• To use ICT only at times agreed by the school rules. Any electronic devices which I bring to school will be for my personal use and entertainment, and the following restrictions apply:
o Games/ DVDs (or similar) which do not have an authentic age related certification, or deemed unsuitable for the school environment by the house staff, will be deemed inappropriate for under 18s and kept by the Housemaster or Mistress.
o To accept personal responsibility for any equipment which I bring to school and ensure that it is stored securely. Any equipment that can be connected to an AC power source must be declared in the audit of electrical equipment and be tested by a qualified P.A.T technician prior to its use.
o If I am boarding at the School I will not use any electrical device after lights out.
o If I connect my own computer to the school system then I will rename it in accordance with the school guidelines.

I have read these rules and they have been explained to me. I understand that my access to ICT at Clifton College may be compromised if I do not act in accordance with this Acceptable Use Agreement and that breaking of this agreement could result in confiscation of equipment and removal of access rights to the school's ICT system. Serious violations of this agreement may be referred to the Deputy Head (Pastoral) or the Head Master.

Name: House:

Signed: Date:

Parent: Date: