



Watford UTC (WUTC) Student Acceptable Use Policy (AUP) for ICT and E-Safety

- I know that WUTC computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I know that my use of WUTC computers and Internet access will be monitored and logged
- I will keep my password safe and private as my privacy, WUTC work and safety must be protected
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend. I will also only communicate to people how I expect to be spoken to
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
- I know that bullying in any form (on and off line) is not tolerated and I know that any form of technology should not be used for harassment
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the WUTC community
- I understand that it may be a criminal offence or breach of the WUTC policy to download or share inappropriate pictures, music, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk
- I will protect my personal information online at all times
- I will not access or change other people's files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in a lesson if I have permission from staff.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I will only change the settings on the computer if staff have allowed me to, and if I have been granted the permission to do so
- I will not attempt to circumvent restrictions on the WUTC desktops
- I know that use of the WUTC's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the WUTC's Internet filter is there to protect me, and I will not try to bypass it
- I know that if the WUTC suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then sanctions will be applied which can include:
 - Removal of internet access privileges
 - Removal of software privileges
 - Removal of access to computer hardware
 - Removal of personal devices
 - Exclusion if offence is deemed to be serious
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents
- Should I choose to bring my own device to school (devices included, but not limited to; phone, tablet, laptop, e-reader) then I agree to abide by the WUTC internet filtering policies while connected to the WUTC network
- I agree that any device issued to me by WUTC to take home, remains the property of WUTC and under the control of WUTC at all times, this includes monitoring internet usage, monitoring for key words that could be used to cause offence, and monitoring for illegal file downloads
- I agree that any device issued to me for use at home, and at WUTC, still remains a tool for educational purpose. Should WUTC have suspicion that the device is being misused or being used for questionable, illegal or otherwise damaging purposes WUTC can put enhanced monitoring in place and may prevent me from taking the device home

Student Name:

Signed (Student):

Date:

Signed (Parent):

Date: