



OLCC Student Acceptable Use Policy Agreement

This computer system and the network are owned by the school. The school regularly monitors files saved in home areas, internet use, email and Microsoft Teams communication. Any criminal activity on the network, unlawful text, imagery, sound or material deemed inappropriate will be deleted and reported to the Headteacher. The network system security must be respected and no attempt should be made to bypass any security or restrictions enforced by either the school or county servers.

1. Only use your own username and password, keep it confidential.
2. Only use the Internet when there is a teacher or adult present to supervise or when you have been given specific permission.
3. Only use the Internet for school based purposes.
4. Ask an adult if you are unsure that a web source is reliable and the information you are going to use is accurate.
5. Reference websites that you use in your work, Copyright and intellectual property rights must be respected.
6. Downloading and storage of media files is forbidden e.g. MP3, WMA files
7. Ask permission from a member of staff before using web-based e-mail.
8. Email and Teams communication should be only used for school purposes. It must be polite, appropriate and sensible, including the time you send your message; teachers will not respond after 7pm. If you receive a rude or offensive message report it to a teacher immediately.
9. Never give out your address, phone number or arrange to meet someone over the Internet
10. If you see anything offensive or you feel uncomfortable about anything, report it to an adult.
11. The use of chat rooms or social media sites is strictly prohibited. Teams is not a social media platform but a school based teaching and learning resource.
12. Use of the Internet for personal financial gain, gambling, political purposes or advertising is not permitted.
13. Breaking any of these rules will result in behaviour sanctions being applied, your parents notified and your access may be restricted.

By signing this you are agreeing to the Terms and Conditions stated in this policy.

You will also be agreeing to this every time you log on and click ok.

Signed: _____

Date: _____