



Learner Acceptable Use Contract. (AUC)

Becoming an authorised user

1. New learners will be given appropriate user rights and set up with their own personal learning and storage area, e-mail account, user name and pass word which they should not give out to any other person.
2. All new users will need to read the learner acceptable use policy and sign the learner acceptable use contract before access is granted. This declaration will then be stored on an individual's personnel file.

If you do not follow these good practice rules then this will lead to removal of access rights and appropriate school sanctions.

Learners should be aware that internet traffic can be monitored and traced to the individual user.

Responsibility of the user

- Help and assist other students where possible.
- Manage your user area effectively and not go over the memory and printer limits you have been given.
- To only use the computers for school and home work.
- Pass on addresses of useful sites to their teacher/school Librarian.
- When you have finished with the inter network you must log out. If you wish to access the internet and find a previous user is still logged on you MUST log out from that session before you start your own session.
- You should not bring in data on CD's/USBs or other media storage devices from outside school unless you have been given permission.
- To ask permission from a member of staff before using the Internet, you should only e-mail people you know, or your teacher has approved.
- Treat computers computer systems or computer networks with respect and report all damage to teaching or support staff.
- Report any rude or unpleasant information you get while using school facilities.

When using the Inter networks students must not;

- Share your personal user name or password details with anyone else
- Save or share digital content using USB or other media storage devices to or from the school network
- Give your home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.
- Subscribe to news groups or chat lines.
- Access material which would not be normally regarded as suitable for a school textbook.
- Attempt to damage or alter INTERNET sites.
- Knowingly damage or deface any school device that is linked to or uses Holly Lodges IT services
- Reply to e- mail you haven't asked for or expect.
- Send or display offensive messages or pictures. The messages you send will be polite and responsible.
- Look at, edit, delete other students or staff work, files or folders.
- Download software, images or information which breaks copyright rules.
- Send or display offensive messages or pictures.



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Terms and conditions

- 1] Inter networks access is only available when a learner has signed this AUC.
- 2] No USB or other data storage devices eg phones should be linked to the school computer network
- 3] E – mail communications should be polite and consistent in style and tone with other school communications. I will report any rude or unpleasant information received whilst using school facilities.
- 4] I must ask permission from a member of staff before using the Internet; I should only e- mail people I know, or my teacher has approved.
- 5] I must treat computers computer systems or computer networks with respect and report all damage to teaching or support staff.
- 6] If the device you are using is damaged as a result of incorrect handling or use, you may be liable for the cost of repair or replacement at the market rate applicable at the time.

When using the Inter networks I must not;

- Share my personal user name or password details with anyone else.
- Give out my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.
- Subscribe to news groups or chat lines.
- Access material which would not be normally regarded as suitable for a school textbook.
- Attempt to damage or alter INTERNET sites.
- Knowingly damage or deface any school device that is linked to or uses Holly Lodges IT services
- Reply to e- mail you haven't asked for or expect.
- Send or display offensive messages or pictures. The messages I send will be polite and responsible.
- Look at, edit, delete other learners or staff work, files or folders
- Download software, images or information which breaks copyright rules.
- Send or display offensive messages or pictures.

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I have seen and read a copy of the inter networks and acceptable users policy. I understand the rules of the policy and agree to abide by them. I understand that security software may record the use I make of e-mail facilities and the Internet, which may include logging the content of e-mails and attachments and the addresses of any web sites and noting what file transfers I make. I have no objection to any monitoring of the use I make of any inter network facility established on the IT equipment I understand that if I do not follow these good practice rules then it may lead to removal of access rights, appropriate school sanctions and possibly criminal prosecution.

This agreement shall remain in effect as long as the student is studying at Holly Lodge High School. Either party may terminate it early by notification in writing.

Name _____

Signature _____

Date _____