



**KITE COLLEGE**

Kent Inclusive Technical Education

# Acceptable Use of Technology (Learner's) Policy

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Authorised Principal: Steve Badder/Sarah Miller

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**Signed: Principal .....**

**Signed: Chair of Trustees.....**

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## 1. Policy Statement

- I understand that KITE College's Acceptable Use Policy will help keep me safe and happy online at home and at college.
- I know that College computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of college computers and devices, systems and on-site internet access will be monitored to keep me safe and ensure policy compliance.
- I will keep my password safe and private as my privacy, College work and safety must be protected.
- If I need to learn online at home, I will follow the College's AUP.
- 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 only use social media sites with permission and at the times that are allowed.
- 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 offline) is not tolerated and I know that 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 College community.
- I understand that it may be a criminal offence or a breach of the College policy to download or share inappropriate pictures, videos, or other material online. I understand that it is against the law to take, save or send nude or semi-nude images or videos of anyone under the age of 18.
- I will protect my personal information online.
- I will not access or change other people files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.

- I will only use personal devices and/or mobile phone in college if I have permission from a member of staff.
- I will not digitally record any conversations or spoken word on any digital device unless authorised to do so by a member of the KITE College 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 know it can be a criminal offence to gain unauthorised access to systems ('hacking'), make, supply or obtain malware or send threatening and offensive messages.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the College ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the College internet filter is there to protect me, and I will not try to bypass it.
- I know that if the College suspect that I am behaving inappropriately with technology, then enhanced monitoring approaches 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 College AUP then:
  - All I.T privileges will be removed.
  - Disciplinary procedures will be taken.
  - Investigations that could implement the involvement of external agencies such as the police being involved.
- If I am aware of anyone trying to misuse technology, 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](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

## 2. Learner Acceptable Use Policy Agreement Form

### Kite College Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the College Acceptable Use of Technology Policy (AUP) and remote learning AUP

I agree to follow the AUP when:

1. I use College devices and systems, both on site and at home.
2. I use my own devices in College when allowed, including mobile phones, smart technology, gaming devices, and cameras.
3. I use my own equipment out of the College, including communicating with other members of the College or when accessing College systems.

Name.....

Signed.....

Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

### 3. Wi-Fi Acceptable Use Policy

KITE College has a responsibility for children and young adult's safeguarding, and it is important that all members of the College community are fully aware of the College boundaries and requirements when using the College Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the College community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The College provides Wi-Fi for the College community and allows access for education use only.
2. I am aware that the College will not be liable for any damages or claims of any kind arising from the use of the wireless service. The College takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the College premises that is not the property of the College.
3. The use of technology falls under KITE College's Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. The College reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. College owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the College service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The College wireless service is not secure, and the College cannot guarantee the safety of traffic across it. Use of the College wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The College accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the College wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the College from any such damage.
9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

10. I will not attempt to bypass any of the College security and filtering systems or download any unauthorised software or applications.
11. My use of College Wi-Fi will be safe and responsible and will always be in accordance with the
12. College AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the College into disrepute.
14. I understand that any unauthorised photography or video made at college will be deemed as very serious and may result in police involvement.
15. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (principal) as soon as possible.
16. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (principal) or a member of staff.
17. I understand that my use of the College Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the College suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the College may terminate or restrict usage. If the College suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agreed to comply with Kite College Wi-Fi acceptable Use Policy.**

Name .....

Signed: .....Date (DDMMYY).....