

The Harefield Academy



The Harefield Academy's ICT Acceptable Use Agreement for students.

- Your password is confidential and **must not** be given to anyone else.
- You **must not** allow anyone else access to the network through your network account.
- You **must not** damage any computer equipment. Students are responsible for the safekeeping of any IT equipment in their use or possession. Any equipment damaged intentionally or accidentally is likely to result in charges. This applies to all equipment used in the school day and any equipment lent to the student for educational use.
- You **must not** undertake any activity that could lead to damage of any software on the network.
- You **must not** disconnect any of the computer equipment.
- You **must not** eat or drink near any of the computer equipment.
- You **must not** copy any software or data onto the network that infringes British Law or may be considered offensive. (This includes any copyrighted music and video files)
- You **must not** copy, delete or modify any files on the network that are not in your user account area.
- You **must only** use the Internet for activities that are directly related to your registered Academy course, you cannot access chat rooms, games or download ring tones, etc.
- You **must not** send any e-mail messages that could be considered to be offensive.
- You will be responsible for all information and data stored in your account area of the network (H:)
- You accept that all of your files that you store or access on The Academy network can be remotely and locally viewed by any member of The Academy's Staff.

Please could you select and tick the applicable boxes on the Permission Form sent as part of your Admissions Pack and return to The Academy as requested.