Holyrood IT Acceptable Use Policy for Students 2019

General use:
1. The IT facilities provided by the Academy are there to support your education.
2. A network account is provided for you by the Academy. This account is monitored and misuse will not be tolerated.
3. Your network space must be managed in accordance to guidance from your computing teacher.
4. You must not attempt to install or run executable files on the Academy network.
5. Other than memory sticks you must not connect your own peripheral devices to Academy equipment.
6. You will not be allowed into an IT room unsupervised.
7. All IT equipment must be handled with care.
8. Should you find any IT equipment to be damaged you must report it to a member of staff immediately.
9. At the end of a lesson you must leave all IT equipment in a tidy state ready for the next user.
10. Academy IT equipment must not be used for playing games, unless those games have been approved as educational and suitable for the lesson by your teacher.

Security:
1. You will be provided with a user name and password. These credentials will provide you with access to the following:
   a. Academy Network access
   b. RMUnify, GSuite, and other single sign on apps from RMUnify
   c. Academy Wi-Fi Access
   d. Remote Academy Network access
2. It is your responsibility to keep your username and password secure.
3. You will only use your own username and password to access the Academy services.
4. You will not share your username or password with anyone
5. If you believe someone else knows your login credentials, you must immediately report this to the Network Manager.
6. *Articles 3.2 and 3.3 also apply to any and all other username and password credentials provided by the Academy i.e. email access, as well as any other facility that may become available using your network login credentials.*

Email:
1. An email account will be provided for you by the Academy.
2. This email account is monitored. You should have no expectation of privacy in any email communication.
3. You will not display, transmit, send or print any message, data or image that is likely to cause inconvenience, harassment, alarm or distress to any other person. This is bullying and will not be tolerated. (this applies to non-email services as well)
4. If you are the recipient of any unwanted message, data or image you must report it to a member of staff. (this applies to non-email services as well)
5. E-mail filters have been implemented to safeguard the interests of all users of computers and the Internet in the School. You will not try to by-pass these filters.

Internet:
1. The internet access provided by the Academy must only be used for educational purposes.
2. The Academy has the right to monitor and intercept and/or record any communications made by you using the Academy's internet access. You should have no expectation of privacy in any communication.
3. Students accessing inappropriate sites will not be tolerated.
4. Web filters are in place for the safety of staff and students. You will not attempt to by-pass these web filters.
5. If you become aware that another student has by-passed a filter or that a student is viewing inappropriate web-material you must report it to a member of staff immediately.

Copyright:
1. You must not store any property that is subject to the Copyright Design and Patents Act on the Academy network. This includes: Music, Images, Video, Games, Text and Software (this list is not necessarily exhaustive).
2. If you are unsure whether or not a piece of media is subject to Copyright you must seek advice from your computing teacher.
3. Copyright protected files must not be downloaded using the Academy facilities.
4. You must not use the Academy facilities to distribute Copyright protected files.

Photo & video:
1. Photos and video required for lessons will be available to students for those lessons only.

Wi-Fi:
1. When your personal device is connected to the Academy network the data transmitted by your device is subject to the same monitoring and filtering as any other Academy device.
2. The Academy technical staff cannot offer you support with your personal device beyond helping you connect your device to the Academy network.
3. The Academy accepts no liability for any damage to your device or its data that may occur when your device is connected to the Academy network.

Social Media:
1. Directly contacting staff via any social media i.e. Twitter, Facebook, Snapchat (This list is not exhaustive) is forbidden.
2. Electronic contact with staff should only take place via Academy sanctioned channels.
3. It is not appropriate for staff to be "friends" with students on social media. This is forbidden.
4. Staff will not "follow" students on social media. This is forbidden.
5. Students will not bring the Academy into disrepute by discussing any aspect of Academy life i.e. work, staff, students (this list is not exhaustive) online.