

Student Acceptable Usage

1. **ONLY** use a computer in your lessons for academy work.
2. **ALWAYS** use a computer in a responsible and safe way, leave it tidy and log-off.
3. Do **NOT** use offensive language or material.
(This includes any use of a computer or other mobile technology in Academy or elsewhere, that insults anyone, makes threats or brings the Academy into disrepute.)
4. Do **NOT** share your password with others; do **NOT** use another person's password.
5. Do **NOT** use a computer in a way that could upset the use of others.
(This includes sending Academy email that is not for Academy work or listening to music.)
6. Do **NOT** try to view unsuitable websites.
(This includes newsgroups, chat areas, racist, pornographic or violent sites.)
7. Do **NOT** use illegal material, software or games. Do **NOT** use music or videos unless it is for your college work. (You must state the source of copyrighted material.)
8. Do NOT play non-educational games.

Staff can view your computer screen at any time without you being aware of it. All Internet activity is logged.