



NETWORK AND TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS

Date Published	March 2022
Next Review	March 2024
UCC Governor Approval Committee	Resources
UCC Staff Role Responsible	Director of IT

1 About this Policy

This policy exists to ensure that young people using our systems at UCC do so responsibly and safely.

- 1.1 As a student at UCC it is important that you understand and agree to this policy before using our computer systems.
- 1.2 This policy sets out how you must use our systems in a responsible way and ensure that there is no risk to your safety or to the safety and security of our systems and our users.

2 Kindness, Honesty and Respect

It is important that our college values of Respect, Honesty and Kindness are always demonstrated – this includes when using our technology systems.

2.1 **Kindness**

You must not use our technology systems in any way that is unkind to others – for example: through online communications or by interfering with another person's work or the computer they are using.

2.2 **Honesty**

You must immediately report to a member of staff if you see anything online that you feel is inappropriate, unpleasant or makes you uncomfortable when using the network.

2.3 **Respect**

You must only use UCC systems for educational use or as directed by your Teacher and report any damage (no matter how it happened) as soon as you are aware of it. You must respect our equipment and not cause damage, change settings, attempt to install software or bypass any security or filtering that is in place.

3 Responsibility

You must not use our systems and technology in any way that causes harm to UCC.

3.1 Email

You must not use any hyperlinks or open attachments in emails unless you know and trust the sender.

3.2 Credentials

You must keep your username and password safe and secure and not share it with others. You will not use any username or password that does not belong to you.

3.3 Use

You must understand that UCC systems and devices are intended for educational use only and must not use them for any other purpose.

3.4 Monitoring

You must understand that UCC will monitor use of our technology and systems for the safety and security of everyone that uses it.

User agreement

The terms above are not exhaustive. I understand that if I fail to comply with any items mentioned above, cause harm to systems and/or make any attempt to circumvent security then I will be subject to disciplinary action which may include:

- o loss of access to the college network
- o loss of access to the internet,
- o detentions,
- o exclusion,
- o contact with parents
- o and in the event of illegal activities involvement of the police.

Signature: _____

Date: _____