



# **NETWORK AND TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS**

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UCC School Advisory Board	March 2026
UCC Staff Role Responsible	IT Manager

## 1 About this Policy

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

- 1.1 For students 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 students must use our systems in a responsible way and ensure that there is no risk to their 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**

Students 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**

Students 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**

Students must only use UCC systems for educational use or as directed by their teacher and report any damage (no matter how it happened) as soon as they are aware of it. Students 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

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

#### 3.1 **Email**

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

#### 3.2 **Credentials**

Students must keep their username and password safe and secure and not share it with others. Students will not use any username or password that does not belong to them.

#### 3.3 **Use**

Students 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**

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