



Highlands School

IT Acceptable Use Policy

Date of Last Review	
Next Review Due	
Governors Committee	

Highlands School – IT Acceptable Use Policy

In using the IT systems provided by Highlands High School you are agreeing to abide by this acceptable use policy:

- **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself:** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.
- **Respect Others:** I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- **Respect the Highlands Way:** I will use school computers only as directed by my teachers, for the purposes of teaching and learning only.
- **Protect the Highlands Way:** I will not post anything on line that could bring the school into disrepute.

All IT use is logged and monitored; violations of the AUP will be dealt with on an individual basis in line with whole school behaviour policies.

We the undersigned understand the Acceptable Use Policy and will adhere to it whenever we use Highland School's IT resources.

Signature of Student:

Signature of Parent / Carer: