



## SIXTH FORM RESPONSIBLE USE OF DIGITAL TECHNOLOGY

At Isaac Newton Academy excellent computer facilities and internet access are provided to support students' learning. We require students to sign up to and respect the following rules to ensure that digital technology is used responsibly and safely at all times:

1. I will only use the Academy's computers to support my learning, using my own login and password, which I will keep secret
2. I will only use the internet responsibly and for educational purposes
3. I will only use the Academy's email system to communicate with members of the school community and for educational purposes. I will not use third party email systems such as hotmail or MSN
4. The messages I send will be polite and sensible. I will not use ICT to bully, upset or insult anyone
5. I will not give my home address, phone number or other personal details or images to anyone, or arrange to meet them, unless a member of staff has given me permission
6. I will tell a member of staff if I receive a message or witness anything inappropriate that contravenes this policy
7. I will not access other people's files without their permission
8. I will not visit inappropriate or banned websites, such as those that exhibit pornographic, sexist, racist, extremist or homophobic material
9. I will not access social networking sites or chat rooms whilst at the Academy anywhere other than the SFCR
10. I will not listen to music during lessons unless it is a required part of my lesson
11. I will not record, publish or distribute images or videos of other members of the Academy community without formal permission
12. I will not use external storage devices such as USBs in the INA system
13. I will not use digital technology in any way to bring the Academy into disrepute
14. I will not download or stream any content that is not directly linked to me learning
15. I will follow guidelines surrounds the use of MS teams, including only accessing meetings when invited and when scheduled and never sharing the link with anyone (including other's in the class)

I understand that the Academy will check my computer files and may monitor the internet sites I visit and/or emails I send/receive. I agree that if I fail to follow the rules outlined above, my access to the internet and/or the computer network will be affected and I will face sanctions as outlined in the Academy's Culture and Ethos in the Sixth Form Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_ (Print)