

The Quest Academy – Coloma Trust

E Safety Rules Policy



These e-Safety Rules help to protect students and the Academy by describing acceptable and unacceptable computer use.

- The Academy owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the Academy.
- Irresponsible use will result in the removal of network privileges or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Activity that threatens the integrity of the Academy ICT systems, or activity that attacks or corrupt other systems, is forbidden
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The Academy ICT systems may not be used for private purposes, unless the principal has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or any other illegal purpose is not permitted.

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

The Academy's Acceptable Use Policy has been drawn up to protect all parties – the students, the staff and the Academy. A copy of the Academy's Acceptable Use Policy is displayed in each computer area and is attached to this document. It will be kept up to date and the latest version will be available on the Academy website.

The Quest Academy
6th Form Access Control

All 6th form students give an access control fob agree to the following conditions :

Student's Agreement

- I will not allow another pupil to use my access control fob or use my access control fob to allow pupils not in the 6th form through controlled doors.
- If my access control fob is taken/misplaced or lost I will notify the head of the 6th form so that it can be deactivated
- I agree that if I lose/misplace my access control fob a replacement must be purchased at a cost of £6.

Student signature:

Date:

Name:

Fob Code: