



## WI-FI ACCEPTABLE USAGE POLICY

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### 1 THE SERVICE

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Mobile technology is an accepted part of modern life and as such should be a part of Regent Independent College life. It offers a valuable resource for use in the classroom and has numerous educational opportunities from photographing notes for use later to browsing the Internet. As with all technology it can present risks if used inappropriately. Regent College embraces technology, but within the safety of an agreed usage policy and some simple boundaries.

Throughout this policy, the word **device** is used to describe any mobile phone, tablet computer, laptop, mp3 player or other device capable of communicating with either the internet and/or mobile telephone networks and/or taking video/photographs/sound recordings. Well-known examples of these that are likely to be owned by students include iPhones, iPads and laptop computers.

This policy covers the use of and liability for all devices within Regent College and College grounds and is in addition to the current acceptable network usage policy.

**Regent takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the College premises that is not the property of the College. We will investigate the theft, not the loss. If a device is stolen or damaged while on College premises, it is to be reported to reception immediately, in order that the incident can be logged.**

### 2 ACCESS TO THE SERVICE

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1. Use of personal Bring Your Own Device (BYOD) devices is at the discretion of the College and should not be seen as a right. Students' own devices can be used in the classroom at the teacher's discretion.
2. All BYOD devices shall only contact the internet and local area network *via* the College wireless network. All internet access via the network is logged.
3. The use of cellular data (e.g. GPRS, EDGE, 3G, 4G, etc) to access the internet in College is strictly prohibited. All access must be by the College wireless network which is appropriately filtered. It is a condition of BYOD use under this policy that students are responsible for disabling cellular data on their device when on the College site.
4. The use of cameras and recording equipment, including those which may be built in to certain devices, to make images or sound recordings of individuals, is prohibited unless with prior permission of any individual(s) being photographed/recorded.
5. The College does not approve any apps or updates that may be downloaded onto any device whilst using the College's wireless network and such activity is undertaken at the owner's risk, with the College having no liability for any consequent loss of data or damage to the individual's device. We encourage users to protect their own devices e.g. with the use of password or PIN as appropriate. Students are wholly responsible for the use of their own device(s) while on the College site.
6. Privately-owned devices must not be used in a manner that would portray the College in an unfavourable light.

7. Devices should not be used to intimidate, abuse or perform any unfavourable acts against, staff, students or any person associated with the College.
8. Any costs/fees incurred while using devices are not chargeable against the College and are the sole responsibility of the owner.
9. When on the College site and switched on, all BYOD must be set to silent.
10. The charging of devices of any kind may not be carried out on college premises.

### **3 STUDENT ACCEPTABLE USE POLICY AGREEMENT**

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I understand that I must use College Wi-Fi system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of other users.

#### **For my own personal safety:**

1. I understand that the College will monitor my use of the systems, devices and digital communications.
2. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
3. I will be aware of “stranger danger”, when I am communicating online.
4. I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc )
5. If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
6. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
7. I understand that everyone has equal rights to use technology as a resource and:
8. I understand that the College systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
9. I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
10. I will not use the College systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting.
11. I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
12. I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
13. I will not take or distribute images of anyone without their permission.

**I recognise that the College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:**

1. I will only use my own personal devices in College if I have permission.
2. I understand that if I do use my own devices in the College, I will follow the rules set out in this agreement in the same way as if I was using College equipment.
3. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any

programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

4. I will immediately report any damage or faults involving equipment or software, however this may have happened.
5. I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
6. I will not install or attempt to install or store programmes of any type on any College device, nor will I try to alter computer settings.

## When using the internet for research or recreation, I recognise that:

I should ensure that I have permission to use the original work of others in my own work  
Where work is protected by copyright, I will not try to download copies (including music and videos)  
When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

## I understand that I am responsible for my actions, both in and out of College:

I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of College and where they involve my membership of the College community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the College network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

## **4 PARENTAL RESPONSIBILITY**

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Any parent, who wishes their child to connect a personally owned electronic device to the Regent College network must read and sign this agreement and return it to the SSP Coordinator.

1. The student takes full responsibility for their devices and ensures its safe storage and use at all times. The College is not responsible for the security of the device.
2. The student is responsible for the proper care of their personal device, including its maintenance, repair, replacement or any modifications needed to use the device at College.
3. The College reserves the right to inspect a student's personal device if there is reason to believe that they have violated College policies, procedures, College rules or have engaged in other misconduct while using a mobile device.
4. The student must comply with a staff request to shut down the computer or close the screen.
5. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at College be transmitted or posted at any time without the express permission of the Head.
6. The student's device will have legal versions of the operating system, software and Apps. The College will not connect a device to the College network unless these are in place.



7. The College may install antivirus software and allocate a unique College network ID to the device.
8. The activity of each device will be logged. The violation of any College policies, procedures or College rules involving a student's personally owned device may result in the loss of use of the device in College and/or disciplinary action.

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

Student's name

Year Group

Parent's name

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with my child and she/he understands the responsibility she/he has in the use of her/his personal devices.

Parent's Signature

Date