Sample AUP Policy from Wolverhampton Learning Partnership

Acceptable Use Policy

Learners

Definitions:

- "Service Users" refers to all of the registered users of my-iPlan (ie http://ilp.my-iplan.com). They include students, teachers, other school staff and Nord Anglia elearning personnel

1. my-iPlan is a closed area of the Internet. Most schools require that you have obtained the permission of your parent(s)/guardian(s) before you can be allowed to use the Internet.
2. You must only access those services you have been given permission to use.
3. Do not disclose your my-iPlan login username and password to anyone.
4. Do not make use of any my-iPlan login username or password other than your own.
5. Do not download, use or upload any material from the Internet, unless you have the owner's permission.
6. Under no circumstances, when using my-iPlan, should you view, download, store, distribute or upload any material that is likely to be unsuitable for children or schools. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, or any use which may be likely to cause offence.
7. Avoid any acts of vandalism on or to my-iPlan. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
8. The use of strong language/swearing is not permitted.

Failure to comply with these rules will result in one or more of the following:
1. A suspension, temporary or permanent, from your use of the my-iPlan
2. A letter informing your school of the nature and breach of rules
3. Appropriate sanctions and restrictions placed on your access to school facilities, to be decided by the Head of Year/Head of Department
4. Any other action decided by the Head and Governors of your school

Authorised adults
Definitions:

- "Service Users" refers to all of the registered users of my-iPlan (ie http://ilp.my-iplan.com). They include students, teachers, other school staff and Nord Anglia elearning personnel

1. Do not disclose your my-iPlan login username or password to anyone, other than the people responsible for running and maintaining the system.
2. Do not download, use or upload any material from the Internet which is copyright of others.
3. Under no circumstances, when using my-iPlan, should you view, download, store, distribute or upload any material that is likely to be unsuitable for children or schools. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, or any use which may be likely to cause offence.
4. Always respect the privacy of files of other Service Users.
5. Avoid any acts of vandalism on or to my-iPlan. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
6. The use of strong language, swearing or aggressive behaviour is not permitted. Do not state anything which could be interpreted as libel.
7. Report any incident that breaches the Acceptable Use Policy to Nord Anglia eLearning XXXXXX or email XXXXXXX

Failure to comply with these rules will result in one or more of the following:
1. A suspension, temporary or permanent, from your use of my-iPlan
2. A letter informing your school of the nature and breach of rules
3. Any other action decided by the Head and Governors of your school

If you do not understand any part of this Acceptable Use Policy, you must contact us by email: XXXXXXX

Acceptable Use policy from a Stoke-on -Trent FE College

If YOU want to use the College network, remember this!

- The College computer network (including Internet access) is provided to assist you in your studies. To use it, you must agree to the College rules for use - and keep to them.
- Note that ALL network use is monitored and logged, and that if you break the rules you will be caught.
- E-mail - do not access e-mail AT ALL during lessons (unless it is part of the classwork and you have been told to do so by your teacher). You must make clear that you do not speak on behalf of the College in any e-mails that you do send, particularly if using a College e-mail address.
- Internet - do not visit websites that are not relevant to your coursework or other college-related activities.
- Games - you may not play ANY games on the college network, be they on the Internet, downloaded from it or brought in on floppy disk/CD-ROM.
- Music - may only be downloaded or listened to if it is part of your coursework (e.g. if you are a music student or are creating multimedia presentations). Remember that copyright applies to all sound files, and it is your responsibility to ensure that you listen legally.
- Objectionable behaviour - you must not access or create any material that could cause distress or offence to another member of the College. This includes bad language, overt sexual references or derogatory comments about other individuals or groups of people.
- Passwords and User IDs must be kept secure and not told to ANYONE. You are responsible for any abuse of the system logged from your account. Do not attempt to find out anyone else's password.
- Downloads and Installations - no software of any kind may be downloaded or installed on any part of the college system. This includes such as 'screensavers' as well as executable programs.
- Food and Drink may not be consumed in computer rooms.

The College seeks to encourage all members of the College to make use of the Internet, Intranet and other computing facilities. In so doing, it is necessary to ensure that all those granted access to the College's computing facilities, and in particular Internet access via the College system, use the facilities in an ethical, lawful and responsible manner.

Reasons for a written Code
A written code is necessary to ensure that all users of College computer facilities are aware of their rights and responsibilities; and to provide a yardstick against which the behaviour of College members can be measured.

To whom does the Code apply?

This Code applies to any person wishing to make use of College computing facilities and Internet access, and acceptance of it is a requirement for the issue of access rights.