

Student Acceptable Use Protocols

UPICNZ views electronic resources as an integral part of the of the teaching and learning process.

All students who are given sanctioned access to UPICNZ's electronic resources will be bound by the Student Acceptable Use Policy and Protocols.

The following Student Acceptable Use Protocols are founded on ethical use of electronic resources, good practice, and netiquette.

Protocols

Student users will:

1. Use the electronic resources, including storage space, only for educational purposes related to work at UPICNZ and not for any personal, commercial, or illegal purposes.
2. Ensure they do not make statements or use the likeness of another person through website postings, email, instant messages, or social media, that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators, or other staff members of the College community, make statements that are falsely attributed to others, or use language that is obscene/objectionable.
3. Not use games or other electronic resources that have objectionable content or that engage students in inappropriate simulated activities.
4. Not use a personal device in a class unless directly instructed by the teacher.
5. Not disclose their password to any other user or attempt to learn or to use anyone else's password.
6. Not upload, link, or embed an image of themselves or others to non-secured, public sites without the IT Administrator's permission.
7. Not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual in nature.
8. Not violate copyright laws, damage or tamper with hardware or software, vandalise or destroy data, intrude upon, alter, or destroy the files of another user, introduce, or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. Use of information (including text, graphics, videos etc) from Internet sources in student work should be cited the same as references to printed materials used by the author.
10. Not use the network in such a way that would disrupt or compromise the use of the network by others.

11. Not use College devices to subscribe to electronic mailing lists without express permission from the IT Administrator.
12. Not take part in any chat room on any internet site unless they are under the direct instruction of a teacher.
13. Not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of UPICNZ and are used for school-related purposes by students, and staff.
14. Not imply, directly or indirectly, either publicly or privately that any program or “app” the student create is associated with, or a product of, UPICNZ, nor will a student either directly or indirectly associate any such program with any UPICNZ logos or images.
15. Will understand that the use of the College system’s computers is not private, and that the College reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
16. Understand that the prohibited conduct is also prohibited off Campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.
17. Not download any games or other applications by students on to College devices.
18. Understand that the UPICNZ also allows students to bring my own devices such as phones, tablets, and computers. By using these devices at the College, the Acceptable Use Protocols apply. The College accepts no liability for loss of, or damage to personal devices.

19. **Report any problems/issues with cyber harassment/bullying/concerns about objectional material to:
complaintsupic@up.education**

20. **Report technical issues/concerns to:
Helpdesk@up.education
Webform: <https://itsupport.up.education>
Phone: 0800 463 448**

UPICNZ is not responsible for any damage users experience. This includes loss of data resulting from delays, non-deliveries, or service interruptions. UPICNZ does not accept and responsibility for the accuracy or the quality of information obtained through the College network and the internet.

Requirements:

This Student Acceptable Protocol should be read in conjunction with:

- Group Acceptable Use Policy
<https://upeducation.bamboohr.com/files/>

- UPICNZ Student Acceptable Use Policy

https://teams.microsoft.com/_#/school/files/General?threadId=19%3Ab4c9980984924ea09f2995f8a24676b3%40thread.tacv2&ctx=channel&context=Policies%2520and%2520Procedures&rootfolder=%252Fsites%252FU PICNZ Policies and Procedures%252FShared%2520Documents%252FGeneral%252FPolicies%2520and%2520Procedures

Review

The Senior Leadership Team will have the responsibility for reviewing these Protocols every two years unless a change in requirements requires an earlier review. In the absence of a review, these Protocols will remain current in their present format.

Ratification Date	5 May 2023
Next review date	5 May 2023
Protocols Approved By	SLT