



**British International Remote School (BIRS)
Student Acceptable Use Policy (AUP) for IT & Online Services**

Effective Date:

1. Purpose

This AUP outlines the acceptable use of BIRS's information technology (IT) resources, including hardware, software, internet access, learning platforms, and communication tools. Its aim is to ensure a safe, secure, and effective learning environment.

2. General Use & Responsibilities

- 2.1. I will use BIRS IT resources primarily for educational purposes related to my BIRS studies.
- 2.2. I will be responsible for my online behaviour and communications.
- 2.3. I will keep my BIRS account passwords secure and will not share them with others.
- 2.4. I will log off or secure devices when not in use.
- 2.5. I will report any security concerns or misuse of IT resources to a teacher or BIRS staff.

3. Unacceptable Uses

I will NOT use BIRS IT resources to:

- 3.1. Access, create, transmit, or display offensive, illegal, or inappropriate material (e.g., pornographic, hateful, violent, discriminatory).
- 3.2. Bully, harass, or threaten others (cyberbullying).
- 3.3. Violate copyright laws (e.g., illegally download or share music, videos, software).
- 3.4. Damage or disrupt BIRS IT systems or networks (e.g., introduce viruses, attempt unauthorized access).
- 3.5. Share confidential information about myself or others inappropriately.
- 3.6. Engage in commercial activities or personal financial gain.



3.7. Misrepresent myself or impersonate others.

4. Online Communication

4.1. I will use polite and respectful language in all online communications (email, forums, messages, live lessons).

4.2. I will think before I post or send messages.

5. Monitoring

BIRS may monitor the use of its IT systems and networks to ensure compliance with this policy and for security and safeguarding purposes.

6. Sanctions

Breaches of this AUP may result in:

- a) Temporary or permanent loss of access to BIRS IT resources.
- b) Disciplinary action as outlined in the Student Code of Conduct.
- c) In serious cases, notification to parents/guardians and/or relevant authorities.

Agreement:

I have read and understood the BIRS Student Acceptable Use Policy and agree to follow these rules.

Student Signature (if age appropriate): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____