



IT Acceptable Use Policy

Effective Date: 01 January 2022

1. Introduction

Platinum Academy of Performing Arts (“Platinum Academy”, “we”, “us” or “our”) has a commitment to promote the acceptable use of our IT systems. This policy highlights our expectations in using our IT systems.

If you have any comments or questions about this Policy, feel free to contact us at admin@platinumacademy.co.uk

2. Responsibilities and Expectations

In using the IT systems provided by Platinum Academy, you are agreeing to abide by this acceptable use policy:

- **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself:** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.
- **Respect Others:** I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people’s private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and

refrain from distributing these in a manner that violates their licenses. I will act with integrity.

- **Protect the Academy:** I will not post anything online that could bring the Academy into disrepute.

All IT use is logged and monitored; violations of the AUP will be dealt with on an individual basis in line with our policies.

We, the undersigned understand the Acceptable Use Policy and will adhere to it whenever we use Platinum Academy's IT resources.

Signature:	
Print Name:	Date: