Post-16 Participants
ACCEPTABLE COMPUTER & INTERNET USAGE AGREEMENT

Use of Computing Facilities

Participants are encouraged to make use of the University's computing facilities to support their studies. However, all users are expected to act responsibly and show consideration to others in line with the Code of Conduct and must not use these facilities to access unacceptable material.

In order to effectively participate in the Warwick Sutton Trust Summer School's Group Sessions, you *may* need to access Microsoft Teams. *In the event we use MS Teams,* you will be given a temporary University email address that will protect your personal details and will be added to a MS Team for your academic stream, alongside current Warwick students working as Ambassadors, academic and Summer School staff.

This is a closed group and email addresses, messages and shared files are only visible to your group members. Ambassadors will not contact you directly, but only use the group's collaborative Teams channel to communicate with the whole group. Once the summer school has ended, we will delete all of the Teams, so your details will no longer be visible and all communication and files will be deleted

Please note that there are no restrictions on the university IT network. Here is a link to the University of Warwick's acceptable use policy for IT services, which you will have to abide by should you access the University IT network during any visit to campus in the future.

I will not:
- give my password out to others
- let other people log-on to my account
- Give out my last name, phone number, address, photographs or other details about myself or others
- interfere with other people's work, which may result in it being changed, vandalised, lost or delete
- Email or message the Warwick Students directly but only use the group messaging on Teams
- download information held in my group's Team channel to a local hard drive, USB stick or equivalent or print it off, unless it is necessary to do so as part of any project / group work
- record a Teams session unless specifically told to do so

In the event that I am given access to Warwick's on campus computer facilities I agree to:
- use the University of Warwick computers only with the permission of a member of staff or group leader
- only use the internet when supervised by a member of staff or group leader
- follow all instructions from staff or group leaders when using University of Warwick computers
- only browse or search appropriate websites
- only use material from Internet sites or other sources if I have permission to do so
- take care when using the computer equipment and will not change any computer settings (including changing wallpapers, themes and screensavers)

I agree:
- for my temporary Warwick email address, communications and work to be shared with the people in my summer school academic stream
- to only use Teams to communicate about the summer school and I won't disclose any personal information in the group's Team channel
- to make sure that the only people who get to see what is on my screen when working on Teams are people who need to see it
- say where work or pictures I download from the internet comes from
- make sure that any comments that I post or any work that I wish to have published is respectful, carefully written and well presented
- Respect the privacy of others and will not forward other people's personal information or contact details

Emails and Instant Messaging / Social Messaging
- If you receive an email that is upsetting or disturbing, inform a member of staff.
- Do not open attachments or accept files from senders you do not recognise, or anything that look suspicious, for instance an email that says you have won a prize but must click on a link and supply personal contact details etc.
- Do not pass your personal details or your University Account details to anyone that you do not know.

Breach of this Acceptable Use Policy
- Any breach of the above could result in sanctions being applied including use and access to the University's computing facilities and network being withdrawn.

In using the University log-in and password that may be provided to me, I agree to accept in full the above Acceptable Use Policy, noting that access is temporary and will be withdrawn at the end of the event. Please sign this agreement ticking the box next to the statement "I have read and agree to the terms of Warwick IT usage policy".