



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 (024 7623 6200 or email my-iplan@nordangliaelearning.com)

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: my-iPlan@nordangliaelearning.com