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ICT Acceptable Use Policy for Pupils

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from the many and varied learning opportunities offered by the Academy in a safe and effective manner. Access to such resources is based on trust and responsibility. Therefore, if the acceptable use policy is not adhered to this resource may be withdrawn and appropriate sanctions will be imposed.

Before using the Academy ICT facilities, pupils and parents should read the policy carefully, making sure that the conditions for using ICT are understood.

General Guidelines

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the Academy into disrepute.
- The uploading and downloading of software is not permitted.
- Pupils must never reveal their password to other pupils, even to those whom they trust. Pupils will be held accountable for all actions and consequences that take place on an account using their username. If pupils believe that the security of their password has been compromised they must inform the ICT technicians immediately. Passwords should be complex in nature including capitals, lowercase, symbols and numerals.
- Pupils must not interfere with, change or attempt to adapt any ICT equipment including the removal of cables.
- Food and drink must not be consumed in close proximity to any item of ICT equipment.

- Pupils must inform a member of staff if equipment is not functioning appropriately.
- The Academy uses software to monitor pupils' use of the internet, memory sticks, laptops and computers, including pupils' personal storage area and may record the use of inappropriate images, websites, emails and any activity which may be deemed suspicious.

Pupil Guidelines for Internet Use

The Internet is provided for pupils to conduct research and to support learning in and outside of school. Access is a privilege that requires responsibility. Pupils are responsible for good behaviour on the Internet. Individual users of the internet are responsible for their own behaviour and communications over the network. During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance.

Pupils must abide by the following code when using the internet within the Academy:

- Pupils must not upload or send personal details or photographs of anyone (staff or pupil) at the Academy.
- Use of the names of pupils, or photographs of pupils will require parents to have given consent about such use;
- Pupils will not intentionally visit sites that attempt to bypass the filtering and security systems;
- Pupils should not download, use or upload any material which is copyright protected without the permission of the owner;
- Pupils should not copy or use information in schoolwork without acknowledging the source (plagiarism);
- Under no circumstances should pupils view, upload or download any material that is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate content including images of a

sexual nature. If pupils are unsure they need to ask their teacher. If pupils accidentally access inappropriate material they should inform their teacher and the network manager immediately;

- Pupils will not use the internet, including messaging systems or chat rooms in the Academy or elsewhere to make defamatory or insulting comments or images about staff working at the Academy. Such action may lead to fixed term exclusion.

Using email

- Pupils will not send or receive any material which is illegal, obscene, defamatory or that is intended to annoy, harass, bully or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Pupils will never arrange a meeting with someone they know only through emails or the Internet.
- Pupils will only have access to chat rooms, discussions, messaging systems or other electronic communications that have been approved by the Academy. Where they are approved, they may only be used for educational purposes.

Personal devices

- Pupils using their own technology in the Academy such as a mobile phone or camera to take images, still or moving, are in direct breach of the Academy acceptable use policy.
- Pupils may use portable storage devices but any inappropriate images or text found on these will be considered a violation of this acceptable use policy and may be deleted.
- The use of 3G dongles is not permitted due to the lack of filtering and monitoring.

The Academy VLE

The Academy uses a Virtual Learning Environment, provided by itsLearning, to support teaching and learning. In addition to the guidelines above, pupils should comply with the following code of conduct when using the learning platform.

- The VLE is provided to maximise learning opportunities. All activities undertaken on the VLE by pupils must conform to this expectation.
- Content uploaded to itsLearning must be for educational use only.
- Discussion forum contributions and messages should be in support of learning and not defamatory or use inappropriate language in any form. Teachers, support staff and the ICT Technicians will monitor the usage.
- Usernames and passwords must be suitably complex and not shared with any other person.
- Pupil activity on the VLE outside of normal school hours is subject to all of the guidance contained in this acceptable use policy and will also be monitored in the same way as activity during school hours.

Sanctions

Failure to comply with the terms of this Acceptable Use Policy may result in disciplinary action. This can include warnings, withdrawal of access privileges, detentions and in extreme cases temporary or permanent exclusion.

The Academy also reserves the right to report any illegal activities to the appropriate authorities.

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