ICT Acceptable Use Policy

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Date of next review	May 2023

The computers are provided and maintained for the benefit of all students, you are encouraged to use and enjoy these resources, please help to ensure they remain available to all. You are responsible for good behaviour whilst using the resources and on the Internet, just as you are in a classroom or an Academy corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

1. Equipment

1.1 Vandalism

Damaging, disabling, or otherwise harming computer hardware and/or software is strictly forbidden. The list below is deemed as unacceptable. This includes, but is not limited to:

- Damage to desktops, laptops, monitors, keyboards, mice, printers or any other hardware.
- Defacing of any Academy equipment.
- The deliberate deletion/alteration of another users files.
- Any attempt of creating/uploading/knowingly transporting computer viruses onto the school network.
- Modifying computer/hardware settings.
- Eating or drinking next to ICT equipment.

Such actions reduce the availability of equipment to be used throughout the Academy. In the event of equipment being vandalized Parent / Carers will be billed for any items that incur costs.

1.2 Printing

All Saints' Academy provides Multi-Functional Printers throughout the building. It is imperative that these devices are used sparingly and for educational material only. Please take time to check work before printing, this will limit the amount of wasted paper.

All Saints' Academy monitors all printing activity. Any material not deemed to be educational or could be of offence to others will result in printing privileges being removed and behaviour meetings arranged.

1.3 Personal Devices

- This policy applies to any device that you may bring on to the Academy premises and you are expected to abide by this policy when accessing the internet or network through any device.
- Students may not use personal ICT devices in lessons unless it is being used as part of the lesson or with the express permission of the supervising teacher.

- The Academy holds no responsibility for the safe keeping or functionality of personal ICT devices.

2. Internet & Email

All Saints' Academy logs all internet access and is monitored on a regular basis. Logs are stored for a substantial period of time. Logs are available to designated staff upon a formal request for individual students if there is cause for concern.

2.1 Filtering

All Saints' Academy uses internet filtering designed to remove controversial, offensive or illegal content. However, it is impossible to guarantee that all controversial material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, it is your responsibility to report it to a member of the ICT department immediately.

2.2 Use of Internet

Please use the following as guidelines whilst using the internet at All Saints' Academy:

- Internet access should only be used for Academy purposes including; studying, events and educational activities.
- Only access suitable material – using the internet to obtain, download, send, print, display, otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the Academy, as well as other students or staff. This includes abiding by copyright laws.
- You must not use the Academy ICT systems for online gaming, file sharing or video broadcasting (e.g. YouTube), unless you have permission from of a member of staff to do so.
- Do not download software from the internet.
- Do not order from any online shops, auctions or resellers providing services.
- Do not use the Internet access to download games, screensavers, wallpapers or any other programs.
- Sites that are not approved by teachers will be blocked.

You will not create, propagate or publish any inappropriate or offensive information or media about or featuring All Saints' Academy, its students or its employees without the prior written consent of the Principal and those referred to or featured, this includes but is not limited to:
- Use personal ICT equipment to take pictures and videos in and out of the classroom without the direct supervision of a member of staff.
- Distribute pictures, videos via Bluetooth, infrared, MMS or any other mobile technology.

- Upload of videos onto video sharing sites including but not limited to YouTube and Vimeo.
- Upload of pictures onto picture sharing sites including but not limited to Flickr and Instagram.
- Post comments on social networking sites including but not limited to Facebook and Twitter.

2.3 Email

Please adhere to the following when using the email system at All Saints' Academy. You are expected to use the system in a responsible manner.

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is strictly forbidden.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that may harm your computer.
- Do not send large attachments, above 25MB is considered large, please use other methods to transfer the file(s).
- Do not reveal any personal information about yourself.
- Do not carry out bulk emailing or forward "chain mail".
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff.
- You should not use your email to send inappropriate files between students (e.g. flash games or inappropriate images). Such actions may result in restrictions to your email account.

3. Files

- All communications and information stored on the ICT systems should be assumed to be property of All Saints' Academy.
- Any items stored in your user area or folders within your user area may be subject to deletion.
- No member of All Saints' Academy including the Principal or the governors can be held responsible for any loss of data.
- Only work should be stored in your user area, any files/applications found that match the description of contraband files (e.g. Music/Media/Games/Applications etc.) can be removed without your authorisation.
- USB devices should not be used to bring in or distribute inappropriate files, if you ignore this warning, you may be temporarily banned from using USB drives on Academy devices.
- Each student will be allocated 1TB of online storage to save their work. Please use your OneDrive account only to save your school work.

All data stored within All Saints' Academy is backed up on a daily basis. Work can be recovered using the version history feature of OneDrive. If you cannot find your work using this please come and see the IT Department as soon as possible.

4. Privacy and Data Protection

4.1 Password

- Protect your work by keeping your password to yourself; never use another students or staffs logon name or password.
- If you have forgotten your password please inform a member of the IT Department, they will help resolve the problem.
- If you believe someone else has discovered your password, tell a member of the IT Department immediately.

4.2 Security

- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- **Never** attempt to access files or programs which you have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.
- You should report any security concerns immediately to a member of staff.
- If you are identified as a security risk to the Academy's IT facilities you will be denied access to the system and be subject to disciplinary action.
- Designated staff may review your files and communications to ensure that you are using the system responsibly.

4.3 Network Monitoring

For reasons of safeguarding and wellbeing All Saints' Academy uses monitoring software across the computer networks. This software checks all computer activity and searches for keywords and phrases that could be used for grooming or other activity that may put children at risk.

If you are ever worried, or need to speak to someone about something that has happened involving ICT at All Saints' Academy you can speak to: Your Tutor, Progress Leader or a member of the ICT Support Staff.

STUDENT

I understand and agree to the provisions and conditions of this agreement. I understand that any disobedience to the above provisions may result in disciplinary action and the removal of my privileges to access ICT facilities. I also agree to report any misuse of the system to a staff member.

I understand that misuse may come in many forms but may be viewed as - any messages sent or received that indicate or suggest, but are not limited to: Pornography, unethical or illegal activities, racism, sexism inappropriate language, or any other act likely to cause offence.

PARENTS / GUARDIANS

As a Parent/Guardian of a student at All Saints' Academy, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst All Saints' Academy provides a filtered internet service, it is impossible for All Saints' Academy to restrict access to all controversial materials and will not hold the Academy responsible for materials acquired on the network. I also agree to report any misuse of the system to the Academy. I hereby give my permission to All Saints' Academy to permit my child access to electronic information services and I certify that the information given on this form is correct.

Please tick the box via edulinkone to confirm you have read this document carefully and give consent.

If you violate these provisions, access to the Internet and network will be denied or suspended and you will be subject to disciplinary action.

Additional action may be taken by the Academy in line with the existing policy regarding Academy behaviour. For serious violations, permanent exclusion may be imposed. Where appropriate, police may be involved, or other legal action taken.