



Stanchester

Academy

ICT Acceptable Use Policy for Students 2023 - 24

Signature:

A handwritten signature in black ink, appearing to be 'L. M. M.', written over a light blue horizontal line.

Headteacher

Approval Date: July 2023

Review Date: July 2024

ICT Acceptable Use Policy for Students

Aims

The aims of this Acceptable Use Policy are:

- To ensure that students may benefit from the learning opportunities offered by the school's network and internet resources in a safe and effective manner
- To protect the school's ICT infrastructure from misuse and attack

The School Undertakes to:

- Prioritise Data Protection and adhere to strict guidelines on the use of personal or sensitive information
- Provide a safe and productive digital learning environment
- Provide students with training in the area of internet safety
- Supervise students' network and internet access wherever possible
- Monitor students' network and internet activities using software systems
- Provide internet filtering in order to minimise the risk to inappropriate material
- Ensure there is a secure and regular backup of student data wherever possible. Nevertheless, students are still primarily responsible for backing up their own data and work
- Ensure that robust and up to date virus detection and security systems are in place to protect students' data
- Only publish students' projects, artwork or school work on the school website/internet in line with agreed school policy

Important Information for All Students:

- Use of ICT Facilities is forbidden unless supervised by a member of staff
- Network and Internet use and access is considered a school resource and a privilege
- If the school Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed
- Designated staff can review student files and communications to ensure that the system is being used responsibly. They also have the right to access computer storage areas, accounts and removable media, including USB Flash Drives and CD-ROMs
- Designated members of staff can remotely view a student's computer screen at any time, without them knowing, in order to ensure compliance and appropriate use of the Stanchester Academy network.
- Students are subject to the provisions of the Copyright, Designs and Patents Act 1988
- The school will provide information on the following legislation relating to use of the Stanchester Academy network.
- Teachers, students and parents/carers should familiarise themselves with: The Data Protection Act 1998; Data Protection (Amendment) Act 2003; Video Recordings Act 1989; Copyright, Designs and Patents Act 1988; and Computer Misuse Act 1990.

Students will:

- Ask a teacher before using any personal USB flash drive, CD-ROM or similar device in school

- Observe good etiquette at all times and behave in a way that reflects well on them and the school
- Use the Stanchester Academy network for school related matters only, use computers for
- educational purposes and adhere to the student print policy
- Make sure they take regular backups of their work
- Respect other computer users and never harass, harm, cause insult or offence
- Respect the security protocols in place on the computers and not attempt to bypass or alter security settings put in place on the Stanchester Academy network. Attempting to bypass or breach the school security systems is a serious offence
- Use approved school email accounts for school use only. Personal email accounts such as hotmail and gmail are prohibited
- Only use discussion forums or other electronic communications that have been approved by the school
- Report any damaged ICT equipment (accidentally or otherwise) to the supervising member of staff immediately
- Read and adhere to school information on e-Safety, cyber-bullying and social networking guidance

Students will NOT:

- Attempt to upload, download or transfer any software from the internet or portable media
- Attempt to bypass the school's internet filters. Violation of this is a serious offence
- Copy software or multimedia content unless it has been approved by a member of staff
- Install, attempt to install, or store programs of any type on the Stanchester Academy network
- Use the internet, computer systems, portable media or other mobile devices for playing non educational games
- Store personal photographs, music, games or other prohibited/inappropriate content in their user area (R: Drive) or anywhere on the school network
- Damage, disable, dismantle or otherwise cause, or attempt to cause harm to the operation of computers, or any other ICT equipment or cables
- Attempt to connect mobile equipment (eg laptops, tablets, PSPs, mobile phones etc) to the school network
- Eat or drink in any room where there is ICT equipment
- Reveal their password to anyone, or use someone else's username or password. Students are responsible for the actions of anyone who is using their username and password, so must immediately
- tell a member of staff if they suspect that someone else has this information
- Access or alter other people's folders, work or files without permission
- Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials, including any website containing any form of extremist propaganda or promotion of radicalisation. Any such sites should be reported to a member of staff immediately
- Send or receive any material that is illegal, obscene, defamatory or intended to annoy or intimidate another person
- Use social networking sites, such as Twitter or Facebook while in school, or use such platforms to make public comments about Stanchester Academy its staff or students, which are defamatory, liable to cause offense or bring the school into disrepute
- Pass personal information on (like real names or addresses) to anyone on the internet.