



AMBITIONS

Academies Trust

Academy or County Policy	Academy
Staff Reviewer	Principal/Network Manager
Date Reviewed	December 2018
Review Period	1 year
The date this policy was adopted	January 2019

POLICY: COMPUTER USE - ICT & THE INTERNET

1. If there are any 'Safeguarding' issues that arise from the implementation of this policy then they should be dealt with in accordance with the Academy's Safeguarding policy. This policy may be found on the Academy website or accessed via the academy office. Any emergency should be referred directly to the academy by telephone or in person for the attention of the Designated Senior Person for Child Protection.
 2. This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, academies must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This academy endeavours to advance equality of opportunity and foster good relations for all.
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ICT & THE INTERNET

Dear Parents/Carers

Acceptable Use of ICT and the Internet

The use of ICT hardware and software is a natural feature in teaching and learning throughout the academy curriculum. This represents an area in which pupils are expected to exercise care and respect for the equipment, and the time invested in ensuring it works for the academy community.

As pupils use ICT more and more to develop projects and examination coursework, they are more dependent on the responsible use of ICT equipment by their peers. We would like pupils to agree to a code of conduct that ensures that opportunities to work on our computers, and the actual work developed by fellow students, are fully respected.

As part of the academy's IT programme we offer pupils controlled access to the Internet. **Both they and you must sign and return the enclosed form as evidence of your approval, and their acceptance of the academy rules on both Internet access and the use of ICT in general.**

The Internet provides access to a whole world of resources and programs that will enhance the learning experience. Families should be warned that some material accessible via the Internet can be defamatory, inaccurate or potentially offensive to some people. **It will be our aim to protect children as far as is possible from unsuitable and unacceptable content by using a filtered Internet service provided by market leader RM Education.** We also have active monitoring and an automatic reporting system with specific triggers, such as internet search phrases, or attempted access to websites that have been flagged for safeguarding concerns.

Whilst our aim for Internet use is to further educational goals and objectives, pupils often find ways to access other materials. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh such disadvantages. But ultimately, parents/carers of minors are responsible for setting and conveying the standards that their children should follow. To that end, the academy supports and respects each family's right to decide whether or not to apply for access.

During academy, teachers will guide pupils toward appropriate materials. Outside of academy, families naturally bear the same responsibility for such guidance as children engage with information sources such as television, telephones, movies, radio and other potentially offensive media. Parents/carers are particularly advised to ensure children use the Internet in public spaces within the home, and to monitor usage of messaging services and social networking websites.

We would be grateful if you could read the enclosed guidance document and then complete the permission form which follows.

Yours sincerely



Mrs S Bell, Principal

Pupil guidelines for Internet use and use of ICT facilities

General

Pupils are responsible for good behaviour on the Internet and when using academy ICT resources just as they are in a classroom or a academy corridor. General academy rules apply.

The Internet is provided for pupils to conduct research. Parents'/Carers' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of academy ICT facilities and the Internet are responsible for their behaviour and communications. It is presumed that users will comply with academy standards and will honour the agreements they have signed.

Computer storage areas and devices will be treated like academy lockers. Staff may review files and communications to insure that users are using the system responsibly. **Users should not expect that files stored on servers or storage media, including mobile phone memory if brought into academy, would always be private.**

During academy, teachers will guide pupils toward appropriate materials. Outside of academy, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or defaming the character of others ("cyber-bullying")
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using another pupil's logon account
7. Trespassing in another pupil's folders, work or files
8. Intentionally wasting limited resources
9. Attempting to hack into the system
10. Attempting to install, or play games other than those sanctioned by staff members
11. Recording digital images of any member of the academy community without permission

Sanctions

Violations of the above rules will be dealt with via the Academy behaviour policy.

In cases of proven wilful damage to academy ICT equipment, the student or their family will be presented with an appropriate charge to cover repairs or replacement.

When applicable, police or local authorities may be involved.

Rules for Responsible Use of ICT resources and the Internet

The academy has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret
- I will not access another person's user area, or interfere with other people's work or computer files
- I will use the computers for academy work and homework, and not waste computer time other students could find useful
- I will not behave in a way that can cause damage to ICT equipment or to software installations;
- I will not bring in software from home or make a copy of academy software without permission from a member of staff
- I will ensure I have permission from a member of staff before using the Internet or taking digital images of others in the academy; digital images are to be used only in academy projects with the permission of the subject and must not be circulated or published in any way
- I will only use academy E-mail for projects my teacher has approved
- The messages I send will be polite and responsible
- I will not use ICT systems to threaten, insult or defame the character of others
- I will not give my home address or telephone number to outside people, or arrange to meet someone, unless my parents/carers and/or teacher has given permission (e.g. to pen friend in language partner academy)
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself
- I understand that the academy may check my computer files and may monitor the Internet sites I visit

*We will display this page as a poster near computers.
We will provide pupils & parents with a copy of these rules.*

Acceptable use of ICT and the Internet

Pupil agreement and Parent Permission is referenced in the main information form in our induction pack which we will send to you when your child has been offered a place. Please retain the copy for your reference and return the main form signed by all parties (as demonstrated below).

Name of Pupil _____ Tutor group _____

Pupil

As an academy user of the Internet, I agree to comply with the academy rules on its use. I will use the Internet Access provided by the academy in a responsible way, and observe all the restrictions explained to me by the academy.

I also undertake to abide by academy rules concerning the acceptable use of ICT resources, and respect the work and privacy of other students and staff.

Pupil Signature _____

Date: ___/___/___

Parents/Carers

As the parents/carers of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for the academy to monitor the use of the system continually and to restrict access to all controversial materials. I further acknowledge that questionable material may be accessed unexpectedly and, therefore, I will not hold the academy responsible for any such materials acquired from the Internet. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parents/Carers Signature(s) _____

Parents/Carers Name(s) (please print) _____

Date ___/___/___