Student ICT Acceptable Use Policy (AUP)
2021-2022

September 2020 - This policy has been updated to comply with the use of Microsoft Teams. By using Microsoft Teams, you are agreeing to the terms of use outlined below.

YOU **MUST** READ THIS POLICY CAREFULLY

The computer network, equipment and subsequent systems are owned by the school and may be used by students to further their education. The student acceptable use policy has been drawn up to specifically protect and advise the students on ICT usage within the school. A copy of this policy can be found on the Policies page on the Academy website. Please be aware that we can change any element of this policy without notice; usually to respond to new threats to network security or technological advances. When an amendment is made, we will inform you via text message, so it is important that all students and parents ensure that they view the updated policy online.

Please read this Acceptable Use Policy for ICT usage thoroughly and ensure that both you and your parents fully understand it before signing to agree. The school reserves the right to examine or delete any files that may be held on its computer systems, and to monitor usage of computers, websites and e-mail. The use of ANY electronic device able to access data and/or the Internet is also covered by this policy.

It is the responsibility of the students, parents/carers, as well as the school, to ensure that the security and confidentiality of the data stored on the school networks is protected, as well as protecting the rights of those that use it.

Once you have read the full policy, please sign on the final page and return to either the Main Office or the IT Technicians office.

Student Use of ICT

Each student will be provided with the following:

- An individual computer account. This will allow students to access software on any school computer.
- An individual Office 365 account which includes an internal email account
- Broadband Internet access from any curriculum computer *(by agreeing to this Acceptable Use Policy you give permission for your child to access the Internet from school and home)*
- Secure network file storage (My Documents and other network areas)
- Access to curriculum software

Limitations

Computers are protected by security settings from accidental change. This means that some settings on the computer will be disabled when you use it. You must not change any of the computer settings or attempt to bypass any protections in place.

File Storage

All student files that are held on the network / 365 Platform / Google Classroom and Drive are regularly reviewed by teachers and staff. All students have been provided with a file storage quota. Students must stay within this quota as they will be unable to save any further information to their personal file area if they exceed this. In addition to this, students must ensure that they regularly delete files that are no longer required or not related to school work as this is the usual cause of students being unable to save, although in special circumstances a student's quota can be temporarily increased.

Using personal equipment

Any file storage devices/media such as USB disks, external devices, CDs and DVDs should not be used within school unless authorised by an ICT Technician.

Technical Support

There will always be an IT Technician available:

- **Monday to Thursday – 8am to 3pm**
- **Friday – 8am to 1pm**

If you need help, then visit the IT Office on Musgrave Corridor. If you are unable to visit the IT Office or if there isn't anybody available, please email us on **ITsupport@thehalifaxacademy.org**

Faults and Repairs

Occasionally computers become faulty. If you notice any misuse at the start of your lesson, please report it to your class teacher ASAP. Do not leave it for someone else to find. You must never try to repair the computers yourself. Students must not remove the wires from the computers.

Responsible Use of ICT Rooms

Please leave ICT areas as you would expect to find them, clean and tidy. It is important for students to look after equipment as it is being used. To do this:

- Always log off the computer if you leave the room at any time.
- **No food or drink in the ICT rooms.**
- If you are not sure how to use any part of a computer, then ask.
- Do not attempt to move any computer equipment.
- Put any rubbish in the bin and unwanted printouts in the recycle box.

Using the Internet, Office 365 and Google Classroom

The Internet

The Internet connection is for school use. When students access the Internet in school outside of lesson times, occasional and reasonable personal use is permitted provided that this does not interfere with school work and is appropriate. During lessons Internet access should be for school use only.

You must use the Internet responsibly, and only look at sites that are appropriate for the school. If you are not sure what is appropriate, then ask your teacher.

No work or messages will be private. Information passing through or stored on school computers, <u>can and will be monitored</u>. Students should also understand that school maintains the right to monitor and review computer, Internet, email and Google Drive use.

Students should not download or upload information or files, which include the following: copyright material which you do not have permission to copy; inappropriate content such as adult/sexually explicit; files that could threaten the security of the network (such as executable files e.g. exe, bat, com etc); intolerance and hate; violence; weapons; illegal drugs; gambling; spyware; chat or any other information or files that are not appropriate to school work.

All computers within school use a piece of software which monitors activity for Safeguarding purposes. It can directly track back to the school, the computer and the student using it.

Office 365
All students have access to Office 365. Students are given access to:

- Internal email.
- Faculty/subject websites.

Internal email (also used for Google Classroom)
You have access to email. Emails will not deliver to anyone outside school, only to other students and staff. When sending an email you should:

- Include your name.
- Use appropriate language.
- Write in full English.
- Describe the subject of your email clearly in the 'Subject' field.
- Try to make messages short.
- If you use an attachment then be aware of the limits to the size of the email, don't send any email larger than 5mb in total.

Emails are easily forwarded on to others, so be careful about what you write in an email. Do not write anything in an email that is unkind or inappropriate.

Sending, forwarding or responding to ANY kind of chain email is forbidden. If you receive any inappropriate emails you must report them immediately using the *Report a Bullying/Safeguarding Concern* link on the Safeguarding page of the school website, or by informing a teacher.

Monitoring of email and web usage
The school reserves the right to examine or delete any files/emails that may be held on its computer systems, and to monitor the usage of computers, access to websites and the use of e-mail.

Safety and Privacy

Your personal privacy is the most important thing to remember when using the Internet. Do not give anyone your details or the details of anyone you know – even if you think you trust them.

NEVER give out your name, address, telephone, email address or password to anyone.

Copyright Law
You must not break copyright law. Downloading copyrighted videos and songs is <u>stealing</u>. If you make a copy for yourself without the permission of the author, you violate that copyright and break the law. When working with images from the Internet, you must give credit to the site you downloaded the image from. If you are not sure if you can download an image, then ask your teacher. Any websites you use for information to complete school work must be referenced as sources.

Security

It is everyone's responsibility to make sure computers and networks are secure. Students are asked to report security problems to your teacher or an IT Technician. Do not give this information to anyone else.

Passwords

You will be assigned a user name when you start school which will remain with you until you leave. It is very important that you do not tell anyone your password or user name, as they may use your account without your knowledge and **you are responsible for it**. If you forget your user name or password, please contact the IT Technicians.

Sharing your login with anyone else is not allowed.
Using another student's password or email address in any form is strictly prohibited.

'Cyber Bullying' / Inappropriate contact

This is taken very seriously by the school. Consequences are in line with the school behaviour policy. There are several ways that students and young people can bully one another using new technologies. For example, they can send e-mails or text messages containing insults or threats directly to a person. They may also spread hateful comments about a person to others through e-mail, or postings on websites and social media.

If a student is being bullied, they should report the issue using the *Report a Bullying/Safeguarding Concern* link on the **Safeguarding page** of the school website and inform a member of staff. Students should:

- Not respond to the communication under any circumstances.
- If possible, save the message as this can be used as evidence at a later date. Don't delete it.
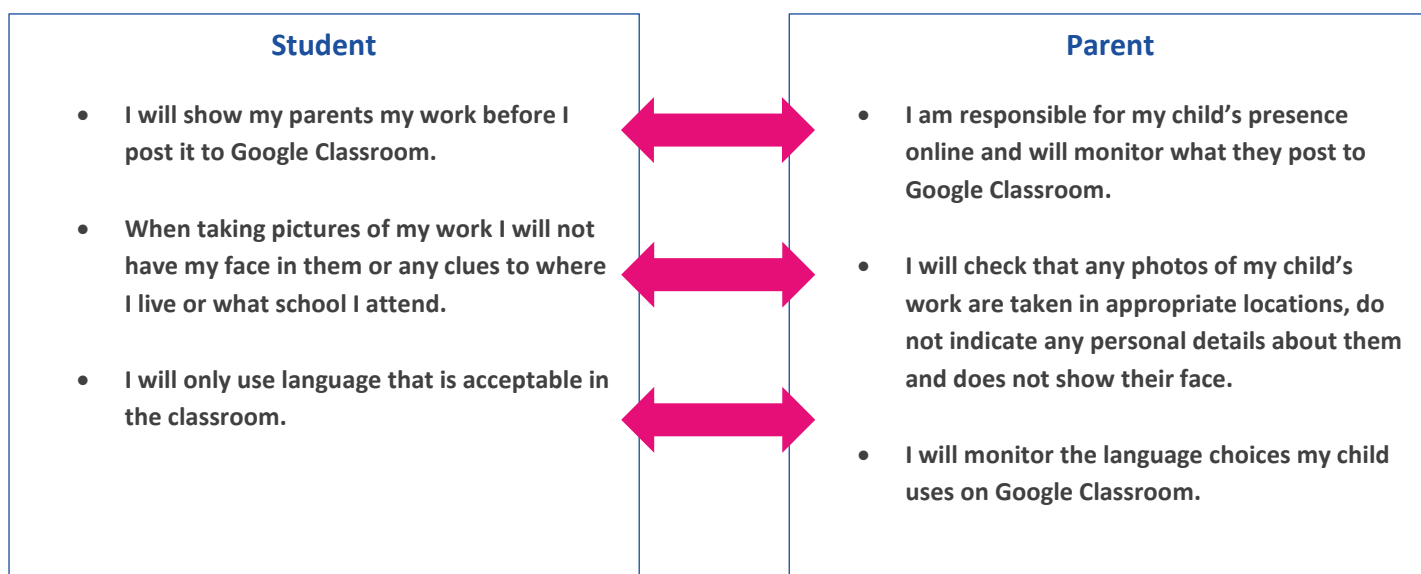- Speak to a teacher / friend / parent / carer about it.

More information about cyber bullying can be found at **https://www.thinkuknow.co.uk/**

Behaviour and Consequences

If you break rules within this policy your parents will be informed and will be shown what you have done.
If you break any of these rules there will be consequences following the school Behaviour Policy. Records are kept of students who have broken these rules, and any future computer use will be closely monitored.

Google Classroom Guidance

Student	Parent
• **I will show my parents my work before I post it to Google Classroom.**	• **I am responsible for my child's presence online and will monitor what they post to Google Classroom.**
• **When taking pictures of my work I will not have my face in them or any clues to where I live or what school I attend.**	• **I will check that any photos of my child's work are taken in appropriate locations, do not indicate any personal details about them and does not show their face.**
• **I will only use language that is acceptable in the classroom.**	• **I will monitor the language choices my child uses on Google Classroom.**

Use of student images, recordings and audio

During your time here, there will be lots of opportunities for photos, videos and audio recordings of you and your work to be taken; these could be displayed around school and online. Although students will be involved in taking some of the photos and producing the videos, all images and videos will be checked by teachers. If parents do not give consent for photos of their child to be used on displays in school and online, they must indicate as such on the tick boxes on the next page. However, please be aware that we will hold one image of your child on our internal system, which is purely for identification purposes.

If you have any queries about any part of this policy, please contact the IT Technicians via email on: **ITsupport@thehalifaxacademy.org**

By signing this form, you agree to follow the policy. Please complete all sections below and return the completed form to the Main Office. As previously stated, a copy of this policy can be found on the school website for your reference.

Student Signature

I agree to abide by the Student ICT Acceptable Use Policy.

Signature …………………….......…………………… Date ……………………

Full Name …………………………………………………………….............. (printed)

Class............................ School Admissions No. H0………………….

Authorised Signature (Parent / Guardian)

I have read this Student ICT Acceptable Use Policy and understand and agree to the terms of this agreement.

Signature ……………………….............………....... Date ……………………

Full Name …………………………………………………………….…......… (printed)

☐ *I give consent for any photographs, videos or recordings of my child to be used in printed publications, the school website or any other educational use.*

☐ *I DO NOT give consent for any photographs, videos or recordings of my child to be used in printed publications, the school website or any other educational use.*