

### **ICT Acceptable Use Policy (Students)**

The school computer systems provide an enhanced learning experience through access to school software, the Internet and email through computers and digital devices such as Apple iPads. It is important to remember that this access is a privilege, not a right, and comes with its responsibilities for all involved. The following will help protect students and the school by clearly stating what is and is not acceptable.

- School ICT Systems and Internet use must be appropriate for school purposes.
- Access must only be made via the student's authorised account and password, which must not be given to any other person.
- Students must take reasonable precautions to ensure no computer viruses are introduced to the network, when transferring school work from portable storage devices.
- Copyright and intellectual property rights must be respected.
- Students must respect the work of others, which might be stored in common areas on the system. Conversely, students should always try and store their files and data in their own secure area. Files and data stored in common areas of the system must be transferred at the earliest opportunity to the student's own area. Such files will be regularly removed from the system. Non-school related games/pictures etc. are not allowed to be saved in student areas or common areas.
- Students are responsible for any electronic communication they send, any postings they make to websites and for contacts made. Both should be written carefully and politely. As messages may be forwarded and content will be read by students and staff, they are best regarded as public property. Anonymous messages and chain letters must not be sent.
- Students should report any unpleasant material or messages received to a member of staff. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private business purposes, unless the Principal has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Malicious/irresponsible use may result in the loss of Internet access and/or access to the network.
- Any faults with ICT Equipment must be reported to a member of staff.
- Students must take care of ICT Equipment and surrounding work areas.
- No food or drink is to be consumed whilst in the vicinity of ICT Equipment
- Accessing school systems externally must be treated in the same regard as if you are on site adhering to the Schools ICT Acceptable Use Policy.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites and postings to forums, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unsuitable, unauthorised or unlawful. The Principal and/or delegated member of staff may access students' emails if it is deemed necessary for the daily operations of the school.

### Online Safety

- If you feel you are being bullied by email, text or online within school, contact a member of staff.
- Never send any bullying or threatening messages. Anything you write and send could be read by an adult.
- Serious bullying should be reported to the police - for example threats of a physical or sexual nature.
- Keep and save any bullying emails, text messages or images.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- Contact the service provider (mobile phone company or your internet provider) to tell them about the bullying. They may be able to track the bully down.
- Use blocking software - you can block instant messages from certain people or use mail filters to block emails from specific email addresses.
- **Don't** reply to bullying or threatening text messages or emails- this could make matters worse. It also lets the bullying people know that they have found a 'live' phone number or email address. They may get bored quite quickly if you ignore them.
- **Don't** give out your personal details online - watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.
- **Don't** forward abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. If they are about you, keep them as evidence. If they are about someone else, delete them and don't reply to the sender.
- **Don't** ever give out passwords to your mobile or email account.
- **Remember** that sending abusive or threatening messages is against the law, even on social networking sites (Twitter, Facebook etc.).

**Adapted from Anti Bullying Network**

<http://www.antibullying.net/>

### Current Legislation

Data Protection Act 1998 - <http://www.legislation.gov.uk/ukpga/1998/29/contents>

Computer Misuse Act 1990 - <http://www.legislation.gov.uk/ukpga/1990/18/contents>

### Consent Form for Students

<b>Unity Academy Blackpool</b> <b>ICT Acceptable Use Policy (Students)</b> Please complete, sign and return to the school	
Student full name:	Form:
Signed:	Date:
<b>Student's Agreement</b> I have read and understand the school 'ICT Acceptable Use Policy (Students)' document. I will use the computer systems and Internet in a responsible way and obey these rules at all times.	
<b>Parent/Carer's Consent for Internet Access</b> I have read and understood the school 'ICT Acceptable Use policy (Students)' document and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
Parent/Carer full name:	
Signed:	Date:

#### ***Parent Consent for Web Publication of Work and Photographs***

I agree/do not agree \* that, if selected, my son/daughter's work may be published on the school website, in the press and in other school publications.

Do you give permission for your child's photograph to be used in school publications (including website and the press) subject to school rules that students will not be individually identified unless prior parental agreement is sought?

**YES/NO\***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*please delete as appropriate