



# ICT – All Users Acceptable Use Policy

## Academy Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools/academies and in their lives outside of school. The Internet, other digital information and communications technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, support effective learning and bring opportunities for young people to be more creative and productive in their work. All users should have an entitlement to safe Internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff, students, Governors, volunteers and visitors ('all users'), will be responsible users and stay safe whilst using the Internet and other communications technologies for educational, personal and recreational use.
- that academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that 'all users' are aware of the risk of disciplinary procedures or even dismissal when not complying with this Acceptable Use Policy.

The academy will try to ensure that 'all users' will have good access to ICT to develop their work, to enhance their learning opportunities and will, in return, expect 'all users' to agree to be responsible.

## Acceptable Use Policy Agreement

I understand that I must use academy ICT systems and ICT equipment in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and equipment and other users. I recognise the value of the use of ICT for enhancing my learning. I will practise safe use of ICT and embed e-safety in my work. I understand that I must remember at all times not to risk my personal reputation nor the reputation of the academy or Trust.

For my personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of academy ICT systems e.g. iPads, laptops, email and social media use, out of school too.
- I understand that the academy ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the academy.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate, harmful material or incident I become aware of, to the Safeguarding team: Mel Newbury, Kim Thomas or Helen Bowers.

I will take care in my communications and actions when using academy ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a courteous manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the academy's policy on the use of digital / video images. Where these images are published e.g. on the Trust or academy websites, Facebook or Twitter feeds, it will only be possible to identify those who have specified permission granted by their parent or guardian.
- I will not use my personal equipment to record these images.
- I will not discuss/post any remarks about school to others via any chat or social networking sites. The only exception is celebrating school successes on the school's own social media sites.
- I will not personally 'follow' or 'friend' any pupils, ex-pupils (for 5 yrs) or their families unless they are relatives.
- If personal devices are used to contact families directly, I will conduct myself professionally at all times.



- I will not discuss/post any remarks that are hurtful or personal to others via any social networking sites.
- I will not engage in any on-line activity that may risk bringing the academy, Trust or myself into disrepute.

The academy, the Shaw Education Trust and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the academy:

- When I use my personal hand held / external devices (PDAs / iPads/ tablets/ laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment. I will also follow any additional rules set by the academy about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the academy ICT systems. Similarly I will not access chat/social networking sites unless it is for academy specific work.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes. If unsure please contact our academy ICT Assistant Michelle Rowberry on [ITSupport@adept.co.uk](mailto:ITSupport@adept.co.uk)
- I will ensure that my files are regularly backed up saved in my own One Drive, or Teams for shared documents.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) and/or any inappropriate material(s) that may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work. Please check with our ICT Assistant Michelle Rowberry for any clarification.
- I will not install or attempt to install programmes of any type on an academy PC or academy laptop, nor will I try to alter computer settings. (Staff may download iPad Apps onto some school devices if cleared by SLT)
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Academy / Academy Trust General Data Protection Policy.
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to Wes Morris Business Team Manager.

When using the Internet for academy sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the academy:

- I understand that this Acceptable Use Policy applies not only to my use of academy ICT systems and equipment in school, but also applies to my use of academy ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the academy.

I have read and understand the above and agree to use the academy ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the academy) within these guidelines.

(Where this has been shared electronically, we will ask you to select \*I have read and understood)

Name (printed)

Signed

Date