

Policy title: KOA ICT Acceptable Use Policy

All-through

Date adopted: 13 November 2017

Version	Date	Page	Change	Origin of Change <i>E.g. change in legislation</i>
V 1.0	19 September 2016			
	November 2017		No Change	

Rationale

The aim of this Acceptable Use Policy (AUP) is to ensure that students and staff will benefit from opportunities offered by the academy's IT network resources in a safe and effective manner. IT use and access is considered a school resource and privilege. Therefore, if the academy AUP is not adhered to this privilege may be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that academy and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Academy's Strategy

The academy employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are:

General

- IT sessions at KS3 and KS4 will always be supervised by a teacher.
- Filtering and virus protection software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor all network usage.
- Students and teachers will be provided with training in e-safety.
- Uploading and downloading of non-approved software will not be permitted.
- The use by students of memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- **Users will treat others with respect at all times** and not undertake any actions that may bring the academy into disrepute.
- Users are responsible for keeping their own network or laptop passwords secure, and for all activity taking place under their login at school or at home.
- The academy considers cyber-bullying a serious offence. All incidents should be reported to the Child Protection Officer and will be logged and followed up promptly and robustly, in accordance with the academy's anti-bullying policy.

World Wide Web

- Users will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will report accidental accessing of inappropriate materials to a teacher.
- All internet use in lessons will be solely for relevant educational purposes.
- If staff notice a breach of these rules, without shutting down, power will be disconnected from the machine and the infringement reported immediately to the IT team. Outside authorities will be contacted as appropriate. Banned sites may be visited by the IT team while investigating such infringements.
- Users will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Users will not make public personal information.

Use of Digital Images (including photographs and video)

- Before student images are taken, stored or used consent will be obtained and recorded on the students' records. For students under eighteen, consent must be obtained from their parent/carer. A standard consent form will be issued to all parents/carers at the start of the year.
- Children should be suitably dressed in all images and images will not be used to promote unsuitable causes.
- Recording close-up images of individual children should be avoided where there are reasonable alternatives.
- At all times the person taking or using images should respect the feelings, beliefs and wishes of the subject. Images that may cause embarrassment or in any other way cause harm to the subject will not be taken or used.
- The school may use images of children in external publications both printed and online. If an image of an individual student is used then their name will be omitted, if the name is used then the image should not identify the student (for example a group shot may be acceptable).
- Areas such as changing rooms, toilets, locker rooms and other sensitive areas will not be used when taking images.
- If at any time a parent/carer or a student objects to the use of their image in a publication/display it will be removed.
- The copyright of all images remains with the person who took it and their consent is required to use the image in any publication. When images are taken by members of staff, in the course of their work, this consent is assumed to be given unless the school is advised otherwise.
- Students will only be permitted to take images under the supervision of a member of staff and the above standards will also apply to them.

Academy Websites and Virtual Learning Environment (VLE)

- Users will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's VLE.
- The publication of student work will be co-ordinated by a teacher.
- The academy will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the academy website without parental permission.
- Personal student information including home address and contact details will be omitted from academy web pages. The academy website will not publish names linked to individual photographs. The academy will ensure that the image files are appropriately named and will not use students' names in image file names or tags if published on the web.
- Students will continue to own the copyright to any work published.

Monitoring

Computer use on the academy network of all users will be sampled and monitored continually. Activity falling outside this AUP will be followed up by the member of SLT accountable for the IT network (see Sanctions).

Personal Mobile Devices

The following activities are in direct breach of the academy's AUP for all members of the school community:

- Using mobile phones in the school without permission from a member of staff.
- Leaving a mobile phone ring-tone turned on.
- Sending nuisance text messages.
- Unauthorised taking of still or moving images.

Legislation

The academy will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- The Data Protection Act 1998, and amendment 2003 (see ICT Security Policy)
- The Freedom of Information Act
- The Human Rights Act 1998 – for privacy etc.
- Copyright, Designs and Patents Act 1988

Support Structures

The school will inform users of key organisations that deal with illegal material or harmful use of the Internet. A link to the Child Exploitation and Online Protection Centre (CEOP) website can be found both on the school website and the VLE.

Sanctions

Use of the network that does not follow this AUP may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The academy also reserves the right to report any illegal activities to the appropriate authorities.