



# Lord Grey Academy

## ACCEPTABLE USE OF ICT FOR STUDENTS POLICY

### Mission Statement

'Lord Grey Academy is a future-driven, aspirational and inclusive academy offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximize learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving academy with an ambition to become an outstanding first choice local academy'.

Motto: **Aspire, Learn, Achieve**

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<b>COMMITTEE:</b>	<b>Teaching and Learning Committee</b>
<b>REVIEW DATE:</b>	<b>Summer 2019</b>
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# Acceptable Use of ICT Policy for students

Name \_\_\_\_\_

Year \_\_\_\_\_

Reg Group \_\_\_\_\_

## 1. Aim

The aim of the Acceptable Use of ICT Policy for students is to ensure that everyone is able to take advantage of the potential of ICT to support their learning in a responsible and safe manner. To do this, students need to understand the rules and systems that are in place to protect them, to ensure that our school system is secure and that no one is subject to bullying or abuse. By signing below you are confirming you understand what is and what is not acceptable.

## 2. Responsibilities

I understand I am expected to act responsibly and to show consideration to others and that I should:

- Keep my password safe and not share it with others. If I suspect someone else may know it I must inform a member of staff immediately.
- I will use the ICT system appropriately and in line with this policy.
- I know I should report anyone who I think may have infringed this policy.
- I will check Insight and/or Moodle regularly in order to see what homework has been set and to access learning resources.
- I will encourage my parents to check Insight regularly; so that they are aware of the homework I have been set.
- I understand that this policy extends to home usage if it is to do with the school; home computer usage that in any way brings the school's reputation into disrepute is unacceptable and will not be tolerated (e.g. social networking about the school via a home computer in a negative way; or uploading on to You Tube etc. without the school's permission).

### Unacceptable ICT behaviour

I know it is **not acceptable** to:

- Log on as someone else, nor use a computer which has been logged on to by someone else.
- Attempt to download or install any programmes or games to a school owned computer.
- Attempt to introduce a virus, or malicious code.
- Attempt to bypass network and systems security.
- Use someone else's password.
- Attempt to use any form of hacking or cracking software / system.
- Connect or install any networking device (router, switch, wireless access point etc) or another computer of any sort to the network or via a computer.
- Connect or install any form of internet access device such as modem, broadband or mobile phones directly to the network or via a computer.

- Access, download, create, store or transmit material which is indecent or obscene, or material which could cause annoyance, offence or anxiety to other users.
- Access chat rooms, instant messaging, games, gambling or other non-educational websites.
- Use material which infringes copyright, or material which is unlawful
- Wilfully damage or tamper with any network equipment and/or PC, e.g keyboard, mouse etc.
- Use ICT to cause offence to others, or engage in any activity that could be deemed to be bullying or threatening.

All networked computers in the school are monitored remotely which means that there is an electronic record of the sites visited, the files stored in every directory and anything typed on a keyboard.

### 3. Email

Emails are automatically monitored and filtered and I know I should only email people I know.

- I will never open an email attachment sent by someone I do not know or that I am concerned about.
- I will never reveal personal details about myself, such as my address or telephone number, or arrange to meet someone I do not know in an email.
- I will never send threatening, harassing or abusive messages.

### 4. Social Networking

- I understand that all social networking sites, such as Twitter, Facebook, Instagram, Snapchat etc. are a written public record which is traceable to me and seen to represent my thoughts.
- I understand that the passwords to my social networking sites are my responsibility and that sharing this information is no excuse for comments made in my name. I will keep my password information secure.
- I understand that future employers, education providers and others can access my previous entries on social networking sites (my electronic footprint).
- I understand that I am responsible for my actions on social networking sites and other electronic media both in and out of school.
- I understand that abuse directed towards the school, other students, members of staff or fellow members of the school community on social networking sites or other electronic media is unacceptable.
- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour and incidents of online bullying or abuse.
- I understand that any instances of bringing the school into disrepute will result in appropriate sanctions/disciplinary actions such as detention, isolation, being barred from the school ICT system, or being investigated by my Head of House.

### 5. Internet

This policy aims to set out the appropriate use of the school's internet and email system by the students by outlining the intended use of the systems in place and by identifying potential issues that may result in students losing access to the systems.

The benefits of students having access to the internet include:

- Improved subject learning across the curriculum

- Improved motivation and attitude to learning
- Development of independent learning and research skills
- Improved access to resources
- Better vocational teaching and learning.

Lord Grey Academy takes every possible action to ensure that the ICT system is fully protected from any unwanted outside influence such as viruses, unsolicited e-mails and hacking by having the most up to date filters, firewalls and virus protection software. Software is fully protected and only available to students where necessary. All desktop settings are refreshed to the default settings when students log off so that offensive messages cannot be left by students and every care is taken to ensure that students can work using the safest possible internet environment. It must be remembered that Internet and email are provided for students as a privilege and not by right.

Lord Grey Academy's Internet and email system is used as an educational tool for assistance in school work and is not to be used as a recreational activity in lessons. Every attempt is made to highlight the positive uses of ICT and students are encouraged to use the internet to research for assignments, find images, develop understanding and experience a wider range of opinions and ideas than would otherwise be available in the classroom.

Any form of unacceptable usage as outlined in the list below will result in an appropriate sanction. All sanctions will be assessed on an individual basis in isolation with any other event or sanction.

### **Unacceptable internet behaviour**

I know it is **not acceptable** to:

- play of games on the internet during lesson times.
- send emails in the lesson unless directed by the teacher.
- access any website other than those suggested by your teacher.
- attempt to access sites with unsuitable material.
- use the internet for any illicit or illegal practice including plagiarism.
- participate in any act that would be deemed unacceptable or against any other school policy, e.g. bullying, threatening messages or images and sending abusive emails.
- send emails containing any swear words, whatever the context.
- any other behaviour deemed to be inappropriate.
- log onto the internet when not required to in lessons.

This list is not exhaustive and contains examples. Any other infringements will be followed up with a school sanction.

## **6. Sanctions**

The sanctions for inappropriate use of the internet are:

1. On the first occasion the student will lose access to the internet and email system for one week and receive an appropriate faculty detention within the faculty where the offence was committed with a letter sent home to parents;
2. On the second occasion the student will lose access to the internet and email system until a meeting has taken place between the member of staff responsible for the system, the student and a parent or guardian. A one hour faculty detention will also be imposed.
3. On the third occasion the student will lose access to the internet and email system for one month.

4. On the fourth occasion the student will lose access to the internet and email system for the remainder of the school year.

## 7. Mobile Phone Protocol

We have a **No Mobile Phones** rule at Lord Grey Academy. We accept that parents may wish students to have a phone for the journey to and from the Academy but they are **NOT** permitted to use them in the Academy. They must be switched off and placed in their school bag. If phones are seen, they will be confiscated and placed in Student Services in the first instance.

Additional instances of confiscation will lead to parents having to collect the phone and to have a meeting with the Head of House.

### DISCLAIMER

Students are not required to have a mobile phone in school and we support parents who make the decision that this is not necessary by ensuring that students are able to use the Academy landlines to contact parents in an emergency. Parents should contact the Academy via the landline. Any student who brings a mobile phone into school does so at their own risk and the Academy will not be held responsible for any loss or damage.

### Disciplinary Procedures

Any person failing to follow the terms and conditions of this policy will face sanctions and/or disciplinary action. Sanctions have included detentions, meetings with parents, banning from the internet, loss of access to the school network, exclusion and loss of place in the 6<sup>th</sup> Form.

I have read and understand Lord Grey Academy Acceptable Use of ICT Policy for Students and accept its terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8. Changes Log

Section Changed	Paragraph	Changed by	When change made
Reviewed throughout		Tracey Jones	05/09/16
Re-formatted whole document, minor wording changes and removed rewards section as not applicable	All	Dean Johnson	12/09/17
LG School to LG Academy	Throughout	Jane Kenyon	25/04/2018
Grammatical changes	Throughout	Jane Kenyon	24/05/2018
Reviewed		Tracey Jones	28/05/2018
Added Mobile Phone	Section 7	Debbie Hawkins	01/07/2019