



## **PUPIL ACCEPTABLE USE OF ICT POLICY**

**Last Reviewed:** June 2019

**Next Review:** May 2021

All students must adhere to the conditions described within this policy when using the Academy's ICT resources including: hardware, software, online resources and internet access. Parental Permission is required for internet access. (applies to Y7-Y11 pupils only – not sixth form pupils)

If any of these rules should be broken the following may be in enforced.

- Removing internet/network access
- Being charged for the replacement of equipment
- The monitoring of recent/future internet/network activity
- Criminal prosecution if necessary

Students will be shown how to responsibly use the network and online resources by the Academy staff; they will then be monitored at all times. The Academy is not responsible for the loss of student's data due to the misuse of the network resources.

Conditions:

Access to the Academy network and third-party online resources is not a given right, it is a privilege. The Academy's ICT equipment and resources are provided for educational purposes only and should be used as such. The use of any Academy equipment should be consistent with the code of conduct within the Academy's Behaviour policy.

You agree that if you damage anything you will be responsible for the billing of that item, which you will be required to pay.

### **Computer Code of Conduct**

1. I understand that the school will monitor all of my computer activities using eSafety Safeguarding software, in line with Ofsted guidelines
2. I know that food and drink is not allowed into the computer rooms, and that I should not eat or drink around any computer or IT equipment
3. I will NOT give my Login details to any other student or allow another student to use my account whilst present.
4. I will NOT leave the computer unattended when logged in.
5. I accept that I am responsible for any misuse of the computer once logged in to it.
6. I will NOT vandalise the Academy computer systems, it is a serious offense and this can lead to my parent/guardian being charged for the repairs or replacement of damaged equipment.
7. I understand that bullying and/or online harassment of another student/staff will not be tolerated and can lead to my exclusion from the Academy or restriction of the computer systems and resources.
8. I will not play games/music/videos at any time, without staff permission. Nor will I be allowed to store games/music/videos in my user space unless required as part of my course.
9. I understand that files stored on the network will be regularly inspected by members of staff.
10. I will not attempt to visit websites that are inappropriate, adult in content or illegal.
11. I will not download any software nor will I install anything onto the computers.
12. I will not have any system utilities or executable files in my work area or my emails.
13. I will not attempt to bypass network security measures to gain access to data and restricted services.

14. I understand that the school provides an e-mail account for me for school related work only. I will not use my e-mail account during lessons unless told to do so by the teacher. I will not abuse the school e-mail system by sending any defamatory, offensive or inappropriate material. I know that the school has systems in place that monitor the content of e-mails, and that bullying is not tolerated. I will not forward on any chain e-mails.

#### Sanctions

I understand that Giles Academy takes the violation of these rules very seriously and will take the following action if needed:

1. Temporary ban from using the Network / Internet / email for one week and a letter home.
2. Temporary ban from using the Network / Internet / email for two weeks and a letter home
3. Permanent ban and letter home

I know that these incidents will be logged on my school behaviour & achievement record. I know that repeated offences, regardless of seriousness, will result in a permanent ban – and that some incidents that are deemed serious may result in an instant permanent ban.



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**Pupil AUP Reply Slip**

This reply slip below should be completed and returned to the main school office ASAP. Failure to do so will result in the removal of access to the equipment and services provided by Giles Academy.

**Parent/Carer** (only required for Y7 – Y11 pupils)

I give permission for my child \_\_\_\_\_ to use the equipment and services provided by Giles Academy under the above conditions.

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

**Pupil:**

I \_\_\_\_\_ agree to abide by the above conditions whilst using the equipment and services provided by Giles Academy, and understand the implications of not doing so.

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