Whitburn Church of England Academy

Student Acceptable Use Policy
Student Guidelines for the use of Academy Information Communications Technology

Preface

The Academy Vision and Values can be found here:
https://www.whitburncofeacademy.org/about-us/academy-ethos.html

This policy and its associated procedures are based on these key principles and values.

Policy

Computers, the school network, internet access and electronic resources are provided and maintained for the benefit of all pupils. **You must use them responsibly and behave appropriately when using them.** If you do not, you will have your access reduced or withdrawn. You must behave responsibly with all digital technology including mobile telephones, with or without internet access capability.

Use of passwords/Security

These guidelines are in place for your own security and well being, and must be read, understood and adhered to at all times.

- Passwords protect the school's systems from access by unauthorised people, and you must keep your password secret. In the event of an investigation into misuse, proper use of passwords will protect innocent users from suspicion.

- **Do not give your password to anyone**, including people who have forgotten their own or been banned from using the school network. Always **log off the network** when not using it.

- You must not engage in 'chat' room activities or access 'user group' bulletin boards. These activities take up valuable resources, and you can never be sure who you are really talking to.

- Only use the internet to access suitable material for study or for school authorised/supervised activities. Use of the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is strictly not permitted and is likely to result in exclusion.

- You must never use proxy or filter sites to access banned sites - this will be considered as a **very serious matter** and is likely to result in exclusion.

- Computer storage areas and portable storage devices used in the school network may be inspected by staff just like school lockers. All portable storage used with the school Network will be automatically encrypted by

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BitLocker Drive Encryption, which will mean you need a password when you next use the device.

- Staff may review your files and communications to ensure that you are using the system responsibly. Your **computer use during lessons will be monitored** through 'AB Tutor' software.

- You are encouraged to use Whitburn Online to access your 'My documents' area from home rather than use portable storage devices.

Respect for others

- All computer users should be respected and should not be harassed, harmed, offended or insulted. Such misuse will be dealt with as bullying.

Use of computer facilities – general rules

- Do not tamper with or attempt to fix or alter hardware. (For example: moving a mouse or keyboard from one computer to another).

- You must not install or attempt to install programs of any type on the computers.

- You must not damage, disable or otherwise harm the operation of computers, or intentionally waste resources.

- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.

- Always check files brought in on Portable storage devices with antivirus software and only use them if they are found to be clean of viruses.

- If drinking water, move away from ICT equipment to avoid possible damage through spillage.

- Respect the work and ownership rights of people outside the school, as well as other students, students or staff. This includes abiding by copyright laws. Software is available, and will be used to check for plagiarism (copying the work of others within school, via the internet or other).

Please read this document carefully. Only once it has been signed and returned access to the school network and the Internet will be permitted.

If you violate these provisions, appropriate action will be taken by the school in line with existing policy regarding school behaviour. *For serious violations, exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.*

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: ——————————————   **Signature:** ——————————————

I have read and understand the above.

Parent/Carer Name: ———————————   **Signature:** ——————————————

Student – Acceptable Use Policy		
Linked to	Staff Acceptable Use Policy E Safety Policy Electronic Device Loan Policy	
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