



MAGNUS
CHURCH OF ENGLAND
ACADEMY

Magnus Church of England Academy

Student ICT Acceptable Use and Responsibility Policy

The academy has provided computers for use by students, offering access to a vast amount of information and software for use in studies, offering great potential to support the curriculum.

Academy computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Students should not attempt to install or store programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as playing games, checking social media accounts, listening to music and watching videos are inappropriate, unless part of your lesson.
- Files brought in on removable media (such as floppy disks, CDs, flash drives etc.) should be checked with antivirus software.
- Mobile equipment (e.g. laptops, tablets, PDAs etc) should not be connected to the school network without permission of the ICT department.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission before revealing your home address, telephone number, school name, or picture to people you meet on the internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted in any way.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas, removable media and academy communications are monitored by security systems and staff may review your files and communications to ensure that you are using the system responsibly and legally.

Internet

- You should access the internet only for study or for academy authorised/supervised activities. Activities such as buying or selling goods, checking social media accounts, playing online games, listening to music and watching videos are inappropriate, unless part of your lesson.
- Only access suitable material – using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.

- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Online activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons online forums and social media platforms should be avoided unless you are friends with the people you are contacting in the 'real world'.
- If any chat room you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.
- People you contact on the internet are not always who they seem. Always ask a parent/guardian or teacher to go with you if you need to meet someone who you only know from the internet or via email.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.