Padgate Academy
Insall Road, Warrington WA2 0LN
Telephone: 01925 822 632
info@padgateacademy.co.uk
www.padgateacademy.co.uk
padgateacademy
Principal: Mr A McMillan

APRIL 2023

ICT ACCEPTABLE USE POLICY (STUDENTS)

DATE APPROVED BY THE GOVERNING BODY	April 2023
SIGNATURE OF CHAIR OF GOVERNING BODY	Mrs. C Owen
SIGNATURE OF ACADEMY PRINCIPAL	Mr A McMillan
NEXT REVIEW DATE	April 2024

PADGATE ACADEMY

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INTRODUCTION AND GENERAL PRINCIPLES

This policy covers the use of digital technologies in all academies within the Trust: i.e., email, Internet, intranet and network resources, learning platform, software, equipment and systems. The policy applies to all students and has been drawn up to protect all parties.

All systems and equipment are owned by Padgate Academy and may be used by students to further their education. This may take place within or outside of academies and will not be limited to the school day.

Students (secondary) will be required to sign statements confirming agreement to and understanding of the requirements of this policy - See Appendix 1.

This policy should be read on conjunction with the Trust's e-Safety policy, Data Protection Policy and Social Media Policy.

Data Protection Act 2018 Policy (UK GDPR)

Padgate Academy is committed to a policy of protecting the rights and privacy of individuals including Staff and Students in accordance with the TCAT GDPR General Public Statement.

ACCEPTABLE USE BY STUDENTS

- Students must use Trust ICT systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the ICT systems and other users.
- The Trust will monitor student's use of the ICT systems, email and other digital communications.
- Passwords must not be shared, nor must students try to use any other person's username and password;
- Irresponsible use, both within academies and outside of the school day, may result in the loss of Internet access or sanctions as identified in the Trust Behaviour policy for students.
- Accidental access to, or receipt of inappropriate materials, or a filtering breach must be reported to a member of staff.
- Trust ICT systems are primarily intended for educational use and not to be used for personal or recreational use unless students have permission to do so.
- Large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work must not be performed without permission.

- Trust ICT systems must not be used for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), without permission from a member of staff.
- Students are expected to respect others' work and property and not to access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Students must be polite and responsible when communicating with others electronically and not use strong, aggressive or inappropriate language.
- Taking or distributing images of anyone without their permission is not allowed.
- Permission must be obtained before use of personal handheld/external devices (mobile phones/USB devices etc.) in academies and use of said devices must follow the rules set out in this agreement, in the same way as use of Trust equipment.
- Students must not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor use any programmes or software that might bypass the filtering/security systems in place to prevent access to such materials.
- Students must immediately report any damage or faults involving equipment or software; however this may have happened.
- Students must not open any attachments to emails, unless they know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Students must not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor alter computer settings.
- Chat and social networking sites may only be used with permissions and at the times that are allowed.
- Permission to use the original work of others in students own work must obtained before use.
- Where work is protected by copyright, students must not try to download copies (including music and videos).

MONITORING, EVALUATION & REVIEW

The Trust ICT / Communications team may exercise its right by electronic means to monitor the use of the Trust's computer systems, including the monitoring of websites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful. The Board will review this policy at least every two years and assess its implementation and effectiveness through the Chief Operating Officer. The policy will be promoted and implemented throughout the Trust.

APPENDIX 1: STUDENT ACCEPTABLE USE AGREEMENT

I understand that I must use academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I will not share my password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people that I have only communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the academy ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the academy ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission from a member of staff to do so.
- I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognise that the academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy.

- I will only use my personal handheld/external devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that I am allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of the academy:

- I understand that the academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the academy network/internet, detentions, and suspensions and contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to academy ICT systems.

APPENDIX 2: PROVISION OF HOME EQUIPMENT

Where IT equipment (this could include laptops, tablets, internet dongles and/or associated peripherals) has been provided for use at home or outside of the Academy network, I hereby agree to the following terms:

- I shall accept delivery and full responsibility of the equipment granted to me as provided by Padgate Academy.
- I understand that the equipment is loaned to me and should be returned immediately upon request.
- Padgate Academy is not responsible for any loss or damage and will not maintain any insurance for the equipment.
- I have been provided with an opportunity to check the condition and suitability of the equipment and that I am fully satisfied with the present condition and suitability of the said device(s).
- I shall be solely responsible for the future maintenance and any subsequent repair of the equipment which shall include the installation of any necessary software or hardware required for the proposed use.
- I shall use the equipment solely for educational purposes and not for any other personal, illegal or immoral use which would contravene any laws.
- I shall adhere to the Schools ICT Acceptable Use Policy and the 'SMART' internet guidance at all times when using the equipment.
- I shall be solely responsible for any loss or damage arising from the use of the equipment and I shall ensure that the said equipment is returned in the same state and condition in the event that it is required to be returned to any persons or body due to any default or unacceptable use of the equipment.
- I will not offer the equipment for sale to any third party or advertise the sale or part exchange of the equipment via the internet or any other means.
- I shall not hold Padgate Academy liable for any financial loss or damage arising from the use of the equipment, including any personal injury caused through the use of the said equipment to any user or third party.
- I shall ensure that no claims are brought against Padgate Academy for any loss or damage caused by either the user or any third party. In the event such claims are brought that I will agree to fully indemnify Padgate Academy for any loss arising from such claims.
- The data allowance and/or internet bandwidth provided (via a dongle or any other mobile device) must only be used for educational purposes and must be used responsibly.

STUDENT ACCEPTABLE USE AGREEMENT FORM

This form relates to the Student Acceptable Use Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement.

If you do not sign and return this agreement, access will not be granted to academy ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the academy ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g., mobile phones, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this academy e.g., communicating with other members of the academy, accessing academy email, learning platform, website etc.

Student's Name: _____

Signature: _____

Form Group: _____

Date: _____