

1. Introduction

- 1.1 The Trust recognises that acceptable use of ICT resources offers educational benefits and can enhance learning. Therefore, use of ICT devices and networks are a planned part of the curriculum. It is used in a variety of ways depending upon the nature of the material and the age of the pupils.
- 1.2 This policy forms part of a wider set of policies intended to safeguard pupils and ensure appropriate use of ICT. Other policies which may be read alongside this are listed in Section 9.

2. Scope

- 2.1 This ICT Acceptable Use policy has been developed for pupils to ensure that ICT is used respectfully and safely, whilst still providing a maximum benefit to their education.
- 2.2 Trust staff also have a responsibility to ensure that pupils are using ICT correctly. It is expected that parents follow the social media guidance within this policy and that they support the Trust in ensuring that their children do not mistreat or misuse ICT within the Academy.
- 2.3 'ICT' covers a range of technology, equipment and networks, including but not exclusive to; computer hardware, networks and personal mobile phone devices.
- 2.4 An academy may chose to supplement this policy with a specific home/academy agreement which confirms that pupils/students and their parents have read and understood their responsibilities under this policy.

3. Purpose

- 3.1 The main purpose of this document is as follows:
- To provide an awareness of the potential risks of ICT, and how best to avoid these;
 - To safeguard pupils within the Academy;
 - To protect Trust devices, equipment and networks from damage;
 - To ensure that the maximum educational potential is gained from the use of ICT;
 - To ensure that responsible conduct is adhered to when using ICT.

4. Use of ICT devices

- 4.1 Pupils are provided access to numerous ICT devices in our academies. It is expected that these devices are used responsibly and respectfully.
- 4.2 If an academy permits the use of pupils own electronic devices as part of their learning under a Bring Your Own Device (BYOD) policy, pupils/students would be expected to follow the academy-specific BYOD policy.
- 4.3 The use of external media such as USB sticks is discouraged.

5. Security

5.1 Pupils must protect their logon credentials and must not reveal their password to anyone.

5.2 Pupils must only access the system under their own username and password.

6. Vandalism

6.1 Vandalism is a malicious attempt to harm or destroy equipment and data. This includes uploading and creating computer viruses. Any attempt to vandalise ICT property will result in disciplinary action.

7. Internet and E-Mail Usage

7.1 Pupil responsibilities

7.1.1 It is not permitted to use ICT for inappropriate or illegal purposes.

7.1.2 Internet use may be monitored, and inappropriate and/or illegal activity is strictly prohibited. If misuse is discovered, or any illegal interaction takes place, this is likely to be referred to the appropriate authority such as the police.

7.1.3 No applications or services accessed by users may be used to bring the academy or Trust into disrepute.

7.1.4 Copyright laws must be followed, and any attempts at plagiarism or cheating will be dealt with under the academy behaviour policy.

7.1.5 It is forbidden for pupils to use the internet to order goods and services.

7.1.6 Pupils are not permitted to access non-educational games and media online. This includes chat services and social media sites.

7.1.7 Pupils are forbidden from removing safety filters from Internet Search engines.

7.1.8 Pupils are forbidden from downloading executable, music and video files without staff permission.

7.1.9 Where applicable, pupils may be provided with an Academy email address. Use of this email address to send or receive any email containing inappropriate material or sending large volume emails (spamming) is forbidden.

7.1.10 Each academy email system is owned by the Trust and any mail arriving at this email system is the electronic property of the Trust. The email system may be monitored and interrogated by the ICT Support Services team.

7.2 Staff responsibilities

7.2.1 Pupils using the internet during lesson time will be supervised by an adult.

7.2.2 Staff should be particularly vigilant when pupils are undertaking their own internet searches.

7.2.3 Websites that are pre-selected for pupil use should be checked by staff prior to the pupils accessing them.

7.2.4 Pupils will be taught how to use the internet safely.

8. Cyberbullying

8.1 The Trust recognises the potential for cyberbullying to take place when the use of ICT is introduced. Cyberbullying is a form of bullying and harassment through electronic devices.

8.2 Pupils must not engage in any form of cyberbullying and any incidences will be dealt with as a disciplinary matter in accordance with the relevant Academy Behaviour and Anti-bullying Policy.

8.3 Pupils are encouraged to report any incidents of cyberbullying to a member of staff at the Academy.

8.4 Further guidance for pupils and parents can be found on the Academies website under 'E-Safety'.

9. Social Media for Parents and Pupils

9.1 It is expected that parents do not post photos, videos or comments that include other children within the Academy. Further guidance can be found in Trust policy – Photography and image sharing.

9.2 Any complaints or concerns should be raised directly with the Academy and follow the proper procedures as opposed to being posted on social media. Please see the Complaints Policy for further information.

9.3 Pupils should not access social media on academy devices or on their own devices during academy time.

9.4 Pupils should not make inappropriate comments about the academy, teachers, staff or other children.

9.5 For information on staff social media conduct, please see the Social Media Policy.

10. Misconduct and Standards

10.1 Inappropriate use of ICT can result in this being withdrawn and disciplinary measures being implemented

11. Related policies

- E-safety
- Academy Child Protection and Safeguarding policy
- ICT Acceptable Use – Staff
- Social Media policy
- Photography and image sharing
- Academy specific Home/academy agreement or "expectations" document

12. Policy status and review

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|-----------------------|-----------------------------------|
| Written by: | Head of Governance and Admissions |
| Owner: | Data Protection Officer |
| Status: | V1 = approved |
| Approval date: | 9 May 2019 FRC |
| Review Date: | 2021 |