



# ACCEPTABLE USE POLICY FOR STUDENTS

Policy Reference	Acceptable Use Students
Committee	
Completed Review Date	New Policy 14 May 2024
Policy Owner	Data Protection Lead – Jane Selvey
Ratified by Governors	
Next Review Due	30 May 2025

## MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2022. This policy will be promoted and implemented throughout the Academy.

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### Version History Log

Version	Description of Change	Date of Policy Release by Judicium
1	Initial Issue	06.05.18
2	Formatting amendments	03.08.22

## 1. Acceptable Use Policy for Students

The use of the School's ICT resources and services is a facility granted to students at the School's discretion. This Acceptable Use Policy is designed to ensure appropriate use of devices and the School's networks as well as ensuring students can benefit from using the School systems.

Use of the School network constitutes agreement to comply with this policy.

These rules apply to a student's use of the School network, whether using School computers or devices or using their own devices as a method to log in. This also applies to accessing the School network or related school documents e.g emails off site.

Students are given a user account to enable them use of the network and by continuing to use the network, users must abide by the following:

## 2. Student Terms of Use

- You are responsible for account access on the School network. Any unauthorised use of your account should be flagged to the School's ICT team immediately.
- Use of the School network is regularly monitored by the School's ICT team (which includes email access). The School will monitor any traffic over the School system to prevent threats to the School's network.
- You must not use someone else's credentials to gain access to the School network, and you must not use another users email account; either to view, access or send content.
- You should not write down or share your password with anyone else.
- You are not permitted to share access details to the School's network or Wi-Fi password with anyone else.
- You must not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the School network.
- You must not probe, scan or test the vulnerability of the network or other networks.

- You must not try to install any software on School systems. If software is installed without permission, it may cause extensive damage to the ICT systems and users could be held personally liable for any costs incurred in rectifying the damage.
- Any apps or software that are downloaded onto your personal device whilst using the School's network is done at your own risk and not with the approval of the School.
- You must not use the network or your own property to access or process inappropriate materials. This includes (but is not limited to) pornographic material, material which may be seen as violent, offensive or discriminatory, inappropriate text files or files dangerous to the integrity of the network.
- The School has a duty of care to ensure that any material accessed is appropriate. The School uses filtering software to restrict and/or ban access to certain websites. If you attempt to access these sites, the school will be notified.
- The School uses monitoring software to monitor all activity on school networks and devices. This includes data or text you may input or search for, and screen recordings are implemented. If your internet usage is flagged this may result in disciplinary action.
- You must not transmit, re-transmit, publish or store material or messages on or through the School network which could be perceived as bullying, threatening, abusive, hateful, indecent, harassing, offensive or defamatory.
- You must report any inappropriate messages or information immediately to the ICT team. This report will help protect other pupils and you.
- You are not permitted to access the School network using your own personal device, unless the device has been deemed acceptable to use by the School's ICT team.
- You must always take care of any school property. Any students found to be purposely damaging school ICT equipment may out you at risk of suspension and/or exclusion. Your parents/carer will be immediately notified if you purposely damage equipment and you will be liable for the cost to replace or repair.

- You must not record, video or take pictures of other students, staff or third parties whilst using School devices without express written permission from a senior member of staff.
- Use of own devices is at the risk of the user. The School cannot accept responsibility for any loss, damage or costs incurred due to use, damage or loss whilst accessing the School's systems.
- Storage media such as USB sticks and hard drives are prohibited at the School.
- Any property owned by students such as mobile phones and iPads may not be used to stream, download or watch videos during the school day.
- You may not access the internet except through the School network.
- You must be mindful of the information that you post/share/send online and how this may impact others i.e.; you should be kind online.

### 3. Student or user account breaches

If a student or user account breaches the above rules, their account may be inspected and their access stopped. A breach may also put you at risk of suspension and/or exclusion.

### 4. Acceptable User Agreement

I confirm that I have read, understand and will comply with the terms of this Acceptable Use Policy when accessing the School network.

Signed: .....

Dated: .....

Print Name: .....