



WYMONDHAM HIGH ACADEMY TRUST

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POLICY STATEMENT

ICT Acceptable Use Policy

AIMS

This policy aims to ensure that all reasonable actions have been taken and measures put in place to protect itself, governors, staff, students and visitors to the Academy from inappropriate use of ICT and the related technologies, such as email, the internet and mobile devices.

IMPLEMENTATION

Details of how students will be taught safe use of ICT is detailed under Teaching and Learning in Appendix 1. Managing internet access is detailed in Appendix 2. Policy decisions are detailed in Appendix 3 and the communications policy is detailed in Appendix 4. The Acceptable Use Agreements and ICT Codes of Conduct are included under Appendix 5.

MONITORING AND EVALUATION

This policy and its appendices will be monitored by the Vice Principal and the Head of ICT.

REVIEW

This policy is to be reviewed by the Governors' Learning Teaching & Curriculum Committee on an annual basis.

Confirmed by: **The Governing Body of Wymondham High Academy**

Chair:

Dated:

Learning Teaching & Curriculum Committee

TEACHING AND LEARNING

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The Academy has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and students.
- The Academy Internet access is provided by Norfolk County Council and includes filtering appropriate to the age of students.
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Students will be taught how to be safe online
- Students will be educated in the effective use of the Internet
- Students will be shown how to publish and present information appropriately to a wider audience on industry standard software.

Students will be taught how to evaluate Internet content

- The Academy will seek to ensure that the use of Internet derived materials by staff and by students complies with copyright law.
- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught how to report unpleasant Internet content e.g. through internal processes or using the CEOP Report Abuse icon or Hector Protector.

MANAGING INTERNET ACCESS

Information System Security

- Academy ICT systems security will be reviewed regularly
- Virus protection will be updated regularly

E-mail

- Students and staff should wherever possible use Academy email systems for official Academy business
- Students must immediately tell a teacher (usually their form tutor or Head of House) if they receive an offensive e-mail from another student or outside individual.
- Students should not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone as a result of such communication.
- Staff to student email communication must only take place via an Academy email address or from within the virtual learning platform.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The Academy where appropriate will consider how e-mail from students to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the Academy web site

- Any contact details on the Website should be the Academy address, e-mail and telephone number. Staff or students' personal information will not be published.
- The Marketing & PR Officer will take overall editorial responsibility of the website and ensure that content is accurate, appropriate and fulfils legal requirements.

Publishing photographs, images and work

- The Academy will seek to use group photographs rather than full-face photos of individual children. Where individual photographs are used relevant permissions will be acquired.
- Students' full names will be avoided on the Website or virtual learning platform, as appropriate, particularly in association with photographs.

- Written permission from parents/carers is obtained when students enter the Academy, and this will be checked before photographs or images of students are published
- Permission from adults will be obtained before names, photographs or images of themselves are published
- Parents/carers should be clearly informed of the Academy policy on image taking and publishing, both on Academy and independent electronic repositories.

Social networking and personal publishing on the Academy learning platform

- The Academy will control access to social networking sites via internet filters, and work to educate students in their safe use e.g. use of passwords, not publishing personal information etc.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Students must not place personal photos on any social network space provided in the Academy virtual learning platform without permission.
- Students, parents/carers and staff will be advised on the safe use of social network spaces, and given links to further information.
- Students will be advised that they must not use social networking and similar technologies to defame or insult staff, students or the Academy, and that the Academy may take disciplinary action if this is the case.

Managing filtering

- The Academy will work in partnership with their internet provider (currently Norfolk County Council) to ensure systems to protect students are reviewed and improved.
- If staff or students come across unsuitable on-line materials, they should report the site to the IT Technical Manager or the CPO.
- The Academy will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the Academy is allowed.

Other devices

- Mobile phones and associated cameras will not be used during lessons or formal Academy time except as part of an educational activity. Taking photographs at any time without the subject's consent will be discouraged.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the Academy context.
- Staff should not share personal telephone numbers with students and parents. (An Academy phone will be provided for staff where contact with students is required – see Finance Director).

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- All staff will be issued with a secure and encrypted USB key that they should use to transfer any sensitive data or information. If using external hard drives staff should ensure that they are password protected.

POLICY DECISIONS

Authorising Internet access

- All staff must read and sign the 'Staff Acceptable Use Agreement' before using any Academy ICT resource.
- The Academy will maintain a current record of all staff and students who are granted access to Academy ICT systems.
- Parents/carers will be asked to sign and return a consent form, and to sign and date the student consent form after reading through it with their child.
- Students must agree to comply with the Acceptable Use Agreement before being granted Internet access.
- Any person not directly employed by the Academy will be asked to sign an Acceptable Use Agreement before being allowed to access the Internet on the Academy site.

Assessing risks

- The Academy will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a Academy computer. The Academy cannot accept liability for the material accessed, or any consequences of Internet access.
- The Academy will audit ICT use to establish if the Acceptable Use Policy is adequate and that the implementation of the Acceptable Use Policy is appropriate and effective.

Handling Acceptable Use complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with Academy child protection procedures.
- Students and parents/carers will be informed of the routes of complaint and the complaints procedure where appropriate.
- Students and parents will be informed of consequences for students misusing the Internet.

Community use of the Internet

- All use of the Academy Internet connection by community and other organisations shall be in accordance with the Academy Acceptable Use Agreement.

COMMUNICATIONS POLICY

Introducing the Acceptable Use policy to students

- Appropriate elements of the Acceptable Use Policy will be shared with students, mainly through the Acceptable Use Agreement.
- A summary of the conditions of the Acceptable Use Agreement will be included with all student planners.
- Students will be informed that network and Internet use will be monitored
- Curriculum opportunities to gain awareness of Acceptable Use issues and how best to deal with them will be provided for students

Staff and the Acceptable Use policy

- All staff will be given the Academy Acceptable Use Policy and its importance will be explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents'/carers' attention will be drawn to the Academy Acceptable Use Policy in newsletters, the Academy brochure and on the Academy web site.
- Parents/carers will from time to time be provided with additional information on Acceptable Use where appropriate
- The Academy will ask all new parents/carers to sign the parent/student agreement when they register their child with the Academy.

Student Acceptable Use Agreement / ICT Code of Conduct

ICT and its related technologies are everywhere, both at home and in school. This Acceptable Use Agreement is meant to remind you of how you should behave when using these technologies. All students are expected to sign the attached slip, as are your parents, and it should then be returned to Student Services.

- I know that ICT includes a wide range of systems, including mobile phones, smartphones, PDAs, digital cameras, email and social networking as well as computers in school.
- I understand that I should only use the ICT systems in school for learning.
- I will follow all instructions relating to ICT security, and I will not tell anyone else my passwords.
- I understand that I am responsible for all activity carried out under my username, and that if I feel that another student has used my account I will tell a teacher immediately.
- I will not attempt to install any hardware or software at school.
- I understand that USB memory sticks may be used to store my work, but that I must not use them to run or install programmes or applications on the Academy network.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst at school, or to another student via outside technologies such as smartphones.
- I am aware that any communications (e.g. through social networking or mobile phones) with other students can be monitored, and that cases of bullying or abuse both in and out of school (where the Academy is aware of them) will be investigated.
- I will not take images, recordings or videos of students or staff without permission, and I understand that if I do so I will be breaking Academy rules and potentially breaking the law.
- I understand that my use of the Internet and other related technologies (including email) will be monitored and logged where relevant by the Academy.
- I will respect copyright and intellectual property rights and I will not download music, photographs or videos illegally.
- If I am aware of any other student breaking the Acceptable Use Agreement I will tell a member of staff immediately. I know that my name will be kept confidential where appropriate.
- I will not use the Academy communication systems to send junk mail or SPAM to other users.
- I acknowledge that the breaking of any of the above conditions may result in sanctions ranging from verbal warnings to exclusion.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the Academy.

Full Name: (printed) **Form:**

Signature: **Date:**

Parent/Carer's Signature:

Sixth Form Student Acceptable Use Agreement / ICT Code of Conduct

ICT and its related technologies are everywhere, both at home and in school. This Acceptable Use Agreement is meant to remind you of how you should behave when using these technologies. All students are expected to sign the attached slip, as are your parents, and it should then be returned to Mrs Hogg. Due to the wireless internet access available to Sixth-formers there are additional aspects included in this agreement which aren't found in the main school version.

- I know that ICT includes a wide range of systems, including mobile phones, smartphones, PDAs, digital cameras, email and social networking as well as computers in school;
- I understand that I should only use the ICT systems in school for learning;
- I will follow all instructions relating to ICT security, and I will not tell anyone else my passwords;
- I understand that I am responsible for all activity carried out under my username, and that if I feel that another student has used my account I will tell a teacher immediately;
- I will not attempt to install any hardware or software at school;
- I understand that USB memory sticks may be used to store my work, but that I must not use them to run or install programmes or applications on the Academy network;
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst at school, or to another student via outside technologies such as smartphones;
- I am aware that any communications (e.g. through social networking or mobile phones) with other students can be monitored, and that cases of bullying or abuse both in and out of school (where the school is aware of them) will be investigated;
- I will not take images, recordings or videos of students or staff without permission, and I understand that if I do so I will be breaking Academy rules and potentially breaking the law;
- I understand that my use of the Internet and other related technologies (including email) will be monitored and logged where relevant by the Academy;
- I will respect copyright and intellectual property rights and I will not download music, photographs or videos illegally;
- If I am aware of any other student breaking the Acceptable Use Agreement I will tell a member of staff immediately. I know that my name will be kept confidential where appropriate;
- I will not use the Academy communication systems to send junk mail or SPAM to other users;
- I acknowledge that the breaking of any of the above conditions may result in sanctions ranging from verbal warnings to exclusion.

Sixth Form specific:

If I intend to use the wireless internet access point in Sixth Form I understand the following:

- I must see Mrs Hogg to inform her of any device I will be using to access the wireless network;
- I will not use my device to access the main school wireless network, or to plug into the school's cabled network. If I do I understand that serious consequences will result which may include removal of all computer privileges;
- Any access to the internet through the Sixth Form wireless connection is subject to all the same conditions as stipulated previously regarding internet access;
- Wireless access should not be used for large scale personal use e.g. downloading music, videos or photos;
- This access is a privilege and if students abuse this access then the service may be removed for all either in the short or long term.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the Academy.

Full name: (printed) **Form:**

Signature: **Date:**

Parent/Carer's Signature:

Staff, Governor and Visitor Acceptable Use Agreement / ICT Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life. This Acceptable Use Agreement is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Finance Director.

- I appreciate that ICT includes a wide range of systems, including mobile phones, smartphones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for Academy business. I also understand that any reference to ICT technologies hereafter encapsulates all these systems.
- I understand that it is an offence to use an Academy ICT system or equipment for any purpose not permitted by its owner (Wymondham High).
- I will only use the Academy's email / Internet / Intranet / Learning Platform and any related technologies for uses linked to Wymondham High, or for low volume personal use.
- I will comply with the ICT system security and not disclose any passwords provided to me by the Academy or other related authorities.
- I understand that I am responsible for all activity carried out under my username, and that if I feel that my account has been compromised I will inform the IT technicians immediately
- I will ensure that any electronic communications I produce through the Academy systems are appropriate and compatible with my role.
- When carrying out Academy business I will wherever possible only use the approved, Academy email system(s).
- I will ensure that all data removed from Academy systems is kept secure, (including that of a sensitive nature or containing student names), and is used appropriately and as authorised by the Principal or Governing Body. If in doubt I will seek clarification. This includes taking data off site and sharing Google Docs outside our Wymondhamhigh.co.uk domain.
- I will ensure that any data needing to be treated as detailed in the point above will be stored on the encrypted USB key the Academy is able to provide me with (see the Finance Director if you do not have your USB key), or on a password protected external hard drive.
- At the Academy, I will not install any hardware or software without the express permission of the IT team through the IT Technical Manager (USB keys & External Hard Drives are an exemption to this, but should be virus checked before being introduced to Academy systems.)
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory either whilst at the Academy, or using Academy equipment outside of Academy property. If this happens by accident or through redirection from another website I will let the IT team know immediately. If I deliberately carry out any of these actions I understand that I will be subject to Academy disciplinary proceedings, and that it will be dealt with as potential gross misconduct.

- I will not participate in any form of communication with students or parents using ICT systems (including mobile phones) other than those sanctioned and provided by the Academy, and I understand the risks of acting in any other manner
- I will not enter into any personal or non-academy communication with current students (of any age) through the medium of social networking sites (e.g. Facebook) or similar technologies and understand that if found to be doing so I will be taken through disciplinary processes. If I feel there should be an exception to this action I will discuss it with the Child Protection Officer, Andrew Slater, Assistant Principal.
- I am aware that any communications (e.g. through social networking) with ex-students could be passed on to current students, and that I will always act in a way that protects my own and other colleagues professional standing.
- I will at no time communicate any views through; social networks, online groups (professional or otherwise), blogs or other communication systems that may bring the Academy into disrepute, defame any students or staff within the Academy, or express any political views under the Academy's name.
- Images will only be taken, stored and used for purposes in line with Academy policy and with written consent of the parent/carer or adult subject. Images will not be distributed outside the Academy network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Academy.
- I understand that my permitted use of the Internet and other related technologies (including email) will be monitored and logged where relevant by the Academy's security system, and can be made available, on request, to a member of the Senior Leadership Team.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the Senior Designated Professional or Principal.
- I will not use the Academy communication systems to send junk mail or SPAM to other users.
- I am aware that network storage space is limited, and will not store personal photographs or music on the Academy system.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the Academy.

Full name: (printed)

Job title:

Signature:

Date: