



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

ACCEPTABLE ICT USE POLICY

SEPTEMBER 2009

Introduction

The Academy has provided computers for use by students. They offer access to a vast amount of information for use in their studies, acting like an enormous extension to the Academy library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or elsewhere in the Academy. Remember that *access is a privilege, not a right* and inappropriate use will result in that privilege being withdrawn. The following points must be adhered to at all times:

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not use removable media (such as floppy disks, CDs, USB flash drives etc.) that is known to contain viruses and other malicious software.
- Do not connect mobile equipment to the network (e.g. phones, laptops, tablet PCs, PDAs etc.) without permission.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose password to others, or use passwords intended for the use by others.
- Never disclose home address, telephone number, school's name, or send your picture online, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and **do not attempt** to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas, removable media (such as floppy disks, CDs, USB flash drives etc.), communications, and user files may be reviewed by staff at any time to ensure users are using the system responsibly.
- Do not attempt to access other user files.

Internet

- Do not access the Internet unless for study or for school authorised/ supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- **Never** arrange to meet anyone via the internet. People you contact online are not always who they seem.
- Never play online games as this takes up valuable network resources and opens computer and documents to malicious software.

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 not allowed and could result in your account being suspended and further disciplinary action.

- Never open attachments to emails unless they come from someone you know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Student Internet Code of Practice

Please read this document carefully.

Only once the attached permission form has been signed and returned will access to the Internet be permitted. The Academy reserves the right to administer these rules in a fair and unbiased way, which may result in a student's access to either the Internet or the school network being removed or other appropriate sanction being taken.

- I will only use the internet when supervised by a teacher or an appropriate adult.
- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher/parents/carer.
- I will never give my password to anyone; even my best friend and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parents/teacher/carer and get them to come along to the first meeting.
- I will never access an online chat-room without permission from my teacher/parents/carer.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent.
- I will not look for bad language or distasteful images while I'm online and I will report bad language or distasteful images to a teacher or parent if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will not take information from the internet and pass it off as my own work.
- I am aware that my teacher, ICT staff, and the academy's Internet Service Provider will check the sites I have visited.
- I understand that I can only access material relevant to my school work and must not deliberately look at unsuitable material.
- I will not deliberately attempt to set-up or use any proxy by-pass software, in order to by-pass the school internet filter.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my e-mail messages will be monitored by relevant staff and software.
- I will not download software from the Internet, including screen savers, games, video clips, audio clips, *.exe files.
- I will not play online games as this takes up network resources and may introduce harmful viruses to the network.

- I know that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.
- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy.

APPROVED	JULY 2009		
REVIEW DATE	JULY 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	



Student ICT Resources Acceptable Use Agreement

Student's name: Form:

As a user of The Academy's ICT resources I agree to comply with the rules on its use. I will use The Academy's network in a responsible way and observe all the restrictions in place. I understand that failure to abide by the rules can result in my Internet access being withdrawn, and my email account being suspended.

Student's signature: Date:

As the parent/carer of the pupil signing above, I grant permission for my son/daughter to use electronic-mail (email) and the internet. I understand that pupils will be held accountable for their own actions and failure to abide by the rules can result in Internet access being withdrawn and their Email account suspended. I also understand that although The Academy has filters and procedures in place, some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Signed Date:
(Parent/Carer) :

Please note: the ICT Resources Acceptable Use Policy and the Internet Code of Practice is subject to change and students will be notified if and when any alterations are put into place and enforced.