Student Acceptable Use Policy

New technologies have become integral to the lives of children and young people in today's society, both within the Academy and in their lives outside of the Academy. The Internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe Internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Academy ICT systems, data and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that students respect physical ICT Equipment, do not intentionally damage it and report any damage immediately

The Academy will try to ensure that students will have regular access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy 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 username or 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 on-line.
- I will not disclose or share unnecessary personal information about myself or others when on-line, and use a pseudonym/nickname where possible.
- If I arrange to meet people off-line that I have communicated with on-line, 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 on-line

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, this includes on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube) – this list is not exhaustive.
- I will not (unless I have permission or it is a curriculum requirement) download or upload excessively large files (including Videos, Music, Executable File and Archive Files – this list is not exhaustive or any excessively large file or files totaling over 500Mb. Any changes of this restriction will be made clear on the Launchpad) that might take up Internet capacity and prevent other users from being able to carry out their work.

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 not connect my mobile phone, external hard-drive, or USB flash to any school machines unless given express permission to do so by a member of staff.
- 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 attempt to use any programs or software to try and 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 that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install software of any type on Academy ICT equipment, nor will I download or attempt to store such software on the Academy servers
- I will not use or attempt to use chat or social networking sites within Academy.

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.

When using the Internet at home I recognise that:

- I must not use the internet in any way to attack or abuse fellow students or staff at Stanchester Academy.
- I must not engage in activities on the internet which could bring Stanchester Academy's reputation into disrepute.
- Under no circumstances should offensive comments be made about Stanchester Academy, its staff or pupils, and I will report any such activity to a member of staff.
- The school reserves the right to monitor the usage of social media sites where there is cause for concern.

I understand that I am responsible for my actions, both in and out of 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 Academy and where they involve my membership of the Academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that software monitors my ICT usage including Internet Monitoring, File Deletion and Inappropriate Language. Any examples of these will be documented and acted upon

- 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, exclusions, contact with parents and in the event of illegal activities involvement of the police.

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 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 Academy)
- I use my own equipment in Academy (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of the Academy 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, VLE, website etc.

Student Name …………………………………… **Student Signature**……………………………………

As the parent of the above student, I give permission for my son / daughter to have access to the Internet and to ICT systems at Stanchester Academy. I approve with the content of this agreement and am aware of my involvement should there be a breach of this agreement.

Parent Name: ……………………………………………………………………

Parent Signature: ……………………………………………………………………

Date of agreement:……………………………………………………………………

Parental Consent to use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of Academy. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the Academy website and occasionally in the public media.

The Academy will comply with the Data Protection Act and request parents' permission before taking images of members of the Academy. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

To enable learning activities and promotional activities to take place we will make the assumption that you have no objection to your child taking part or their images being used. If you have any objection to this please notify the Principal in writing:

School Office
Stanchester Academy
Stoke-sub-Hamdon
Somerset
TA14 6UG