



ICT Acceptable Use Policy for Students

At The St Lawrence Academy we are proud of the fact that we have a high quality, reliable IT system. The Academy has and continues to make a significant investment to maintain the IT systems and equipment we provide to our students and staff. As users, we are all responsible for the care and correct use of the IT systems and equipment. The use of the IT systems and equipment is a privilege and not a right. For this reason we expect all users to adhere to certain rules that are designed to ensure that the IT systems are used in a safe and appropriate manner. This policy outlines our expectations for the correct use of the Academy IT systems and equipment.

1. I understand that the Academy owns the computer network and can set rules for its use.
2. I understand that all IT usage in the Academy is monitored and logged including email and internet use in accordance with the School's Privacy Notice for students.
3. I will log on/off the systems appropriately and always keep my password private and secure. I will not share any passwords with other users.
4. I will not attempt to access any inappropriate material, chat rooms, instant messaging systems or social media platforms from the Academy system. Any accidental access must be reported immediately.
5. I understand that I am responsible for the IT equipment I am using and I will report any issues or damage to the appropriate person immediately.
6. I will not attempt to download any games or programs on the IT system.
7. I will not stream content or play any online games that are not applicable to the lesson I am in.
8. I will not use the Academy systems to reproduce any copyrighted materials.
9. I will only use the Academy network storage and Google Drive to store work related files. I understand that any non work related files will be removed.
10. I will only use the Academy printers to print/copy Academy work and not for personal use.
11. I will not intentionally damage any Academy equipment and will report accidental damage to my teacher or the IT support team ASAP.
12. I will not bring any personal IT equipment into the Academy without permission.
13. I will not attempt to gain access to any systems other than those I am permitted to use.
14. I will not use the IT systems to abuse, bully or insult others.
15. I understand that any misuse of the systems will be reported to the relevant ATL/SPL/SLT which may result in appropriate sanctions depending on the severity of the incident.
16. I understand the Academy will make all reasonable attempts to filter any inappropriate web content in line with government guidance issued from time to time.

This policy will be reviewed every 3 years by the Trustees. If you have any queries or concerns regarding this Policy, please contact Mr M Adnitt, Principal.

IT Acceptable Use Permission Form

Dear Parent/Carer

Before being allowed to access the IT systems, all students must obtain their parents'/guardians' permission and confirm acceptance of the academy policy above.

Please can you complete the form below by Friday 29th September.

Yours sincerely

Mike Adnitt

Principal

I confirm I have read the above policy and understand that my child will be held responsible for their actions. I also understand that the Academy will make all reasonable attempts to filter any inappropriate web content in line with "Keeping Children Safe in Education" guidance issued by the Department for Education, a copy of which is available from

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yes	
No	