



# ICT SYSTEMS ACCEPTABLE USE POLICY PUPILS & PARENTS GUIDE

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## 1. Definitions

<b>Portable Equipment &amp; Mobile Data Devices</b>	This includes but is not limited to laptops, tablets, mobile phones, smart watches, USB memory sticks, DVDs, CDs, external hard drives, MP3/4 players, mobile phones and other digital data storage devices.
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## 2. Your Computer and Network Account

- 2.1 **Account Security** - Accounts are to be used only by the assigned user of the account, for academy related and educational purposes only. Attempting to obtain another user's account password is strictly prohibited.
- 2.2 Pupils are required to obtain a new password from their teacher if they have reason to believe that any unauthorised person knows their password.
- 2.3 Pupils are required to take all necessary precautions to prevent unauthorised access to their account e.g. make sure another pupil is not standing watching you type in your password or knowingly let anyone login with your account details as you will be held responsible for any activity on your account.

## 3. Appropriate Use

- 3.1 Pupils should use the ICT Systems, including the internet and email accounts for educational and school related purposes only in a responsible and sensible manner.
- 3.2 The use of computing resources is subject to current UK law and any illegal use will be dealt with appropriately in line with current behavioural policies & uk law.

## 4. Inappropriate Use

- 4.1 **Inappropriate Use** - Internet and email use at Nicholas Postgate Catholic Academy Trust will comply with all current legislation, and Nicholas Postgate Catholic Academy Trust policies. This includes, but is not limited to, the following:
- 4.1a All ICT Systems, including internet & email may not be used for illegal or unlawful purposes, including but not limited to, copyright infringement, discrimination, the promotion of hate or terrorism, obscenity, pornography, libel, slander, fraud, defamation, plagiarism, harassment, bullying, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal schemes, and computer tampering (e.g. spreading computer viruses).
  - 4.1b Nicholas Postgate Catholic Academy Trust prohibits the use of the ICT systems for mass unsolicited mailings, competitive commercial activity, and the dissemination of spam/Viruses/Spyware/Malware etc.
  - 4.1c Pupils must not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Nicholas Postgate Catholic Academy Trust or another individual without authorised permission.
  - 4.1d Pupils must not attempt to gain access to or attempt to “Hack” secured parts of the network which includes, but not limited to, any other individual’s accounts, shared areas, data backups, any secured data.
  - 4.1e Pupils must use their own issued NPCAT user accounts, and may not attempt to login to any account that is not their own.
  - 4.1f Pupils must not download or attempt to download and install any software or applications onto the Trust network.
  - 4.1g Pupils must behave responsibly and not interfere with any other pupils learning while using google classroom, google learning portal or any other ICT facilities.
  - 4.1h Pupils must not attempt to login or join any google classroom that they have not been invited to by their teacher.
  - 4.1i Pupils may not use their school email account for anything other than educational purposes, with the exception of personal

professional development and careers.

- 4.1j Pupils must not create or transmit any obscene, indecent, or offensive material e.g. images, audio, video, or any data that can be transformed into, indecent, or offensive material.
- 4.1k Pupils must not repeatedly transmit emails to people who have expressly requested you not to do so.
- 4.1l Pupils must not send, distribute, or reply to any inappropriate, suspicious or malicious emails.
- 4.1m Pupils must not open any email attachments unless the sender is known and trusted.

## 5. Monitoring and Filtering

- 5.1 Nicholas Postgate Catholic Academy Trust monitors the use of ICT Systems including device logins, application usage, internet and email activity occurring on trust ICT devices, equipment and accounts. All activity is logged and may be viewed by any member of staff who requests access and the police if the need to do so for the purpose of an investigation arises.
- 5.2 Nicholas Postgate Catholic Academy Trust currently uses both web and email filtering & monitoring software to limit access to sites on the Internet and for the scanning of email for virus protection and key word detection. If Nicholas Postgate Catholic Academy Trust discovers activities which do not comply with current applicable law or Trust policies, records retrieved may be used to document the wrongful content in accordance with due process & policy.

## 6. Portable Devices, Mobile Data Devices, and Personal Devices

- 6.1 **Data Security** – Portable data devices are not to be used on the Trust's network.
- 6.2 **Assigned/Issued Devices** - In some cases a portable equipment & mobile data devices may be issued to pupils to enable them to carry out their studies effectively. The portable equipment & mobile data devices

remains the property of Nicholas Postgate Catholic Academy Trust and is only to be used for educational purposes in relation to their studies, and not for personal use. A separate loan agreement will be issued.

## 7. Failure to Comply

- 7.1 Violations of this policy will be treated like other allegations of inappropriate behaviour at Nicholas Postgate Catholic Academy Trust. Allegations of misconduct will be dealt with according to current behavioural procedures, this may include, but is not limited to, one or more of the following:
  - 7.1a Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
  - 7.1b Disciplinary action according to applicable Nicholas Postgate Catholic Academy Trust policies.
  - 7.1c In extreme cases legal action according to applicable laws.
- 7.2 We encourage you to use your email, Internet access, computer account and all other ICT services responsibly. Should you have any questions regarding this Acceptable Use Policy, feel free to contact the ICT Department.

## **Appendix A – Students Acceptable Use Summary**

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other students and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant, nasty or illegal. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my Internet Safety.

## **Appendix B – Permission Form**

### **ICT Systems & Internet Permission Form**

*Please complete and return this form to the school office.*

**Student Name** \_\_\_\_\_

#### **Student Declaration**

As a user of the ICT Network Systems, Internet and email, I agree to comply with the rules on its use, in accordance with academy policies. I will use the ICT systems in a responsible way and observe all the restrictions explained to me by the academy. Note that in compliance with our Internet Provider, in the interests of E-Safety all internet and email access is monitored within the school by the school and our internet provider.

**Student's signature**

**Date:**

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#### **Parent/Carer Declaration**

As the parent/carers or legal guardian of the student signing above, I grant permission for my child to use the ICT Systems, including email and the internet. I understand that students will be held accountable for their own actions. I also understand that some material on the internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Internet access is filtered by the Academy; objectionable content is automatically filtered where possible. Please note that in compliance with our Internet Provider, in the interests of E-Safety all internet and email access is monitored within the school by the school and our internet provider.

**Parent/Carer signature**

**Date:**

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