



# ICT SYSTEMS ACCEPTABLE USE POLICY PUPILS

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<b>1. Audience</b>	<b>3</b>
<b>2. Purpose</b>	<b>3</b>
<b>3. Policy Statement</b>	<b>3</b>
<b>4. Scope</b>	<b>4</b>
<b>5. Requirements</b>	<b>4</b>
<b>6. Definitions</b>	<b>4</b>
<b>7. Responsibilities</b>	<b>4</b>
<b>8. Your Computer and Network Account</b>	<b>4</b>
<b>9. Appropriate Use</b>	<b>5</b>
<b>10. Inappropriate Use</b>	<b>5</b>
<b>11. Monitoring and Filtering</b>	<b>6</b>
<b>12. Portable Devices, Mobile Data Devices, and Personal Devices</b>	<b>7</b>
<b>13. Failure to Comply</b>	<b>7</b>
<b>14. Legislation</b>	<b>8</b>
<b>15. Related Policies</b>	<b>8</b>
<b>16. Supporting Information</b>	<b>8</b>
<b>17. Equality Statement</b>	<b>9</b>
<b>18. Contacts</b>	<b>9</b>

## 1. Audience

- 1.1 This policy is aimed at any pupil who is given access to any of the Trust's ICT computing, network systems or devices.

## 2. Purpose

- 2.1 The purpose of this document is to outline appropriate and inappropriate use of all ICT Systems including, but not limited to Network, Computer Systems, internet, email and mobile/portable digital data storage systems at Nicholas Postgate Catholic Academy Trust.
- 2.3 Whilst it is important that pupils are able to use technology and related services effectively and flexibly, they must ensure that, when doing so, they do not make themselves vulnerable. This must also be balanced with the duty of the Headteacher and the Governing Body to safeguard children and the reputation of the Trust.

## 3. Policy Statement

- 3.1 This policy outlines the standards pupils are required to observe when using Trust ICT systems and the action that will be taken in respect of any breaches of this policy.
- 3.2 The policy aims to:
  - 3.2a Reinforce the need to use the ICT systems safely and securely.
  - 3.2b Ensure that students are aware of the risks associated with the inappropriate use of the ICT systems.
  - 3.2c Safeguard pupils in connection with the use of the Trust ICT systems and to ensure they do not put themselves in vulnerable situations.
  - 3.2d Ensure that the Headteacher, Trust Board, the LGB and all employees maintain their duty to safeguard children and the reputation of the School and the Trust.

## 4. Scope

- 4.1 This policy applies to all pupils that have access to NPCAT ICT systems. Pupils are expected to comply with this policy and behave responsibly at all times whilst using the Trust ICT systems.

## 5. Requirements

- 5.1 This policy must be made available and read by all pupils at Nicholas Postgate Academy Trust before the use of any ICT equipment or login of user accounts.

## 6. 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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## 7. Responsibilities

- 7.1 The Trust Board, Local Governing Bodies and Headteachers will ensure that all pupils are made aware of this policy and any other related ICT protocols. This policy must be easily accessible to students.
- 7.2 All pupils are always expected to comply with this policy and behave responsibly whilst using the Trust ICT systems.

## 8. Your Computer and Network Account

- 8.1 **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.

- 8.2 Pupils are required to obtain a new password from their teacher if they have reason to believe that any unauthorised person knows their password.
- 8.3 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.

## 9. Appropriate Use

- 9.1 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.
- 9.2 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.

## 10. Inappropriate Use

- 10.1 **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:
  - 10.1a 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).
  - 10.1b 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.
  - 10.1c 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.

- 10.1d 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.
- 10.1e Pupils must use their own issued NPCAT user accounts, and may not attempt to login to any account that is not their own.
- 10.1f Pupils must not download or attempt to download and install any software or applications onto the Trust network.
- 10.1g Pupils must behave responsibly and not interfere with any other pupils learning while using google classroom, google learning portal or any other ICT facilities.
- 10.1h Pupils must not attempt to login or join any google classroom that they have not been invited to by their teacher.
- 10.1i Pupils may not use their school email account for anything other than educational purposes, with the exception of personal professional development and careers.
- 10.1j 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.
- 10.1k Pupils must not repeatedly transmit emails to people who have expressly requested you not to do so.
- 10.1l Pupils must not send, distribute, or reply to any inappropriate, suspicious or malicious emails.
- 10.1m Pupils must not open any email attachments unless the sender is known and trusted.

## 11. Monitoring and Filtering

- 11.1 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.

- 11.2 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.

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

- 12.1 **Data Security** – Portable data devices are not to be used on the Trust’s network.
- 12.2 **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.

## 13. Failure to Comply

- 13.1 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:
- 13.1a Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
- 13.1b Disciplinary action according to applicable Nicholas Postgate Catholic Academy Trust policies.
- 13.1c In extreme cases legal action according to applicable laws.
- 13.2 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.

## 14. Legislation

- 14.1 Users of streaming media & social media should consider the copyright of the content they are downloading or sharing and, where necessary, should seek permission from the copyright holder before sharing.
- 14.2 Users must ensure that their actions when downloading or sharing data via any platform does not infringe upon relevant GDPR legislation, or breach confidentiality.

## 15. Related Policies

- NPCAT – Safeguarding and Child Protection Policy
- NPCAT – Behaviour Policy
- NPCAT – General Data Protection Regulations (GDPR) Policy
- NPCAT – Remote Learning Policy (Online Education)

## 16. Supporting Information

- 16.1 The UK Safer Internet Centre’s Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk) or can visit <https://www.saferinternet.org.uk/our-helplines> for more information.
- 16.2 360 Degree Safe tool is an online audit tool for schools to review current practice: <http://360safe.org.uk/>
- 16.3 DfE Guidance – “Keeping Children Safe in Education”
- 16.4 CES Diocesan Protocols for academies within the trusteeship of the Diocese of Middlesbrough – Section 12 - “Protocol on Safeguarding”

## 17. Equality Statement

- 17.1 Those within NPCAT who have responsibilities defined within this policy will carry out their duties with regard to the Trust's Equality Statement and commitment to abide by the Equality Act 2010:
- Accepting our legal duty to ban unfair treatment and achieve equal opportunities in the classroom, the workplace and in wider society. We have regard for our duty to:
    - o Eliminate unlawful discrimination, harassment and victimisation
    - o Advance equal opportunity
    - o Foster good relations
- 17.2 This policy must be applied fairly to all employees irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## 18. Contacts

For advice on the content of this policy, please contact:

Mr Dan Jackson  
Head of ICT  
Nicholas Postgate Catholic Academy Trust  
Tel: 01642 529200  
Email: [jackson.d@npcat.org.uk](mailto:jackson.d@npcat.org.uk)

Mr Jim Farquhar  
Chief Operating Officer  
Nicholas Postgate Catholic Academy Trust  
Tel: 01642 529200  
Email: [farquhar.j@npcat.org.uk](mailto:farquhar.j@npcat.org.uk)

Mrs Karen Clarke  
Head of HR  
Nicholas Postgate Catholic Academy Trust  
Tel: 01642 529200  
Email: [clarke.k@npcat.org.uk](mailto:clarke.k@npcat.org.uk)