ICT ACCEPTABLE USE POLICY

ICT equipment is provided in various locations throughout the academy. Some portable equipment is also used to support learning outside academy times. Computer equipment is expensive to repair and replace and as with all equipment, it should be used responsibly.

Students will be allocated a unique username and password in order to access networked facilities in the academy. Usernames and passwords are personal and should never be shared with others. We expect every student to abide by the following rules when using ICT equipment and accessing the internet:

- Do not display or send rude and/or offensive messages or pictures.
- Do not eat or drink whilst on computers.
- Do not use the internet for entertainment when you should be using it for learning purposes.
- Do not access other people's files.
- Do not use obscene language.
- Do not give personal information out over the internet.
- Report any misuse of the facilities to a member of staff confidentially.
- Be aware that the academy will check your files and internet use at regular intervals.
- Do not copy or use other people's work without permission (including from the internet).
- Do not use the internet for personal financial gain, gambling, political purposes or advertising
- Do not try and bypass any of the security of the computer network

Cyber bullying refers to bullying by use of electronic devices such as computer or mobile phone – using email, instant messaging, social networking sites, text messages and website. The academy is proactive in raising awareness of bullying and is involved in anti-bullying projects. Parent/Carers should monitor student use of the internet at home as we cannot resolve cyber bullying issues which occur on external technology when the situation is happening outside of the academy.

Sanctions

Failure to comply with these rules will result in one or more of the following:
1. A ban, temporary or permanent, on the use of the internet facilities and wi-fi at the Academy.
2. A letter informing parents of the nature and breach of rules.
3. Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Department.
4. Temporary or permanent exclusion for abuse of the school's ICT facilities and of the internet.
5. Any other action decided by the Headteacher/Executive Principal and Governors of the Academy.