Pupil Acceptable Use Policy

Revision 1

Date of last review: August 2020

Guidelines for Pupils

The Academy has provided computers for use by pupils as an important tool for learning. Use of Academy computers by pulps is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy, and direct any questions or concerns to IT Support.

Pupils have a responsibility to use the Academy's computer system in a professional, lawful, and ethical manner. Deliberate abuse of the Academy's computer system may result in disciplinary action (including possible exclusion), and civil and/or criminal liability.

Please note that use of the Academy network is intended to be as permissive and flexible as possible under current UK legislation and DfE guidelines. This policy is not intended to arbitrarily limit the ways in which you can use the system, but to ensure compliance with the legal responsibilities of the Academy and pupils, to safeguard the reputation of the Academy, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

Computer Security and Data Protection

- You will be provided with a personal account for accessing the computer system, with your own username and password. This account will be tailored to the level of access you require, and is for your use only. As such, you must not disclose your password to anyone, including IT Support staff. If you do so, you will be required to change your password immediately.
- When leaving a computer unattended, you must ensure you have either logged off your account to prevent anyone using your account in your absence.
- Equipment taken offsite is not routinely insured by the Academy. If you take any Academy computer equipment offsite, you should ensure that the equipment is safe and securely kept at all times.

Use of your own Equipment

- Any mains-operated personal computer or electrical equipment brought on site, for any use, is subject to a Portable Appliance Test (PAT) by site maintenance staff, and must not be used until approved. This test must be performed at regular intervals as required by Academy's normal rules on electrical safety testing.
- You must not connect personal computer equipment to Academy computer equipment without prior approval from *IT Support* staff in writing.
- If you keep files on a personal storage device (such as a USB memory stick), you must ensure that other computers you connect this storage device to (such as your own computers at home) have an up-to-date anti-virus system running to protect against the proliferation of harmful software onto the Academy computer system.

Conduct

- You must at all times conduct your computer usage professionally, which includes being polite and using the system in a safe, legal and business appropriate manner. Among uses that are considered unacceptable are the following:
  - Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
  - Making ethnic, sexual-preference, or gender-related slurs or jokes.

- You must respect, and not attempt to bypass, security or access restrictions in place on the computer system.
- You must not intentionally damage, disable, or otherwise harm the operation of computers.
- You must make efforts not to intentionally waste resources. Examples of resource wastage include:
  - Excessive storage of unnecessary files on the network storage areas;
- You should avoid eating or drinking around computer equipment.

Use of E-Learning Platforms

Google Classroom and/or Microsoft Classroom are the E-Learning Platforms provided by the academy, accessible to students. These platforms must only be used to aid learning and for no other function. The following considerations must be made when using the E-Learning Platforms:

- You must not post or store personal information on the platform.
- You are responsible for the management of your data including retrieval of deleted posts and data. Data on the platforms is not backed up by the academy.

Privacy

- Use of the Academy computer system, including your storage areas provided for your use, may be subject to monitoring by the Academy to ensure compliance with this Acceptable Use Policy and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the Academy does keep a complete record of sites visited on the Internet by pupils. Usernames and passwords used on those sites are NOT monitored or recorded.
- You should avoid storing sensitive personal information on the Academy computer system that is unrelated to Academy activities (such as personal passwords, photographs, or financial information).
- The Academy may also use measures to audit use of computer systems for performance and diagnostic purposes.
- Use of the Academy computer system indicates your consent to the above described monitoring taking place.

Confidentiality and Copyright

- Respect the work and ownership rights of people outside the Academy, as well as other pupils or staff.
- You are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the Academy computer system or the Internet are not marked with the copyright symbol (©), you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.
- By storing or creating any personal documents or files on the Academy computer system, you grant the Academy a non-exclusive, universal, perpetual, irrevocable, and royalty-free license to use, copy, and distribute those documents or files in any way the Academy sees fit.

Reporting Problems with the Computer System

It is the job of the IT Support Team to ensure that the Academy computer system is working optimally at all times and that any faults are rectified as soon as possible. To this end:

- You should report any problems that need attention to staff to inform a member of IT Support staff as soon as is feasible.
- If you suspect your computer has been affected by a virus or other malware, you must report this to staff to inform a member of IT Support staff immediately.
- If you have lost documents or files, you should report this as soon as possible. The longer a data loss problem goes unreported, the lesser the chances of your data being recoverable (mere minutes can count).

Reporting Breaches of this Policy

All pupils have a duty to ensure this Acceptable Use Policy is followed. You must immediately inform a member of staff, or the Headteacher, of abuse of any part of the computer system. In particular, you should report:

- any websites accessible from within Academy that you feel are unsuitable for staff or student consumption;
- any inappropriate content suspected to be stored on the computer system. This may be contained in documents and pictures, etc;
- any breaches, or attempted breaches, of computer security; or
- any instance of bullying or harassment suffered by you, or a pupil via the Academy computer system.

All reports will be treated confidentially.

Review and Evaluation

This policy will be reviewed regularly and in response to any changes affecting the basis of the original risk assessment, for example: significant security incidents, new vulnerabilities and significant changes to the organisation or technical infrastructure. Changes to this policy will be communicated to all pupils.

Pupil AUP Acceptance

I have read and understood the Parallel Learning Trust acceptable use policy for pupils and agree to abide by its terms and conditions.

Pupil Name: _____

Signature: _____

Date: _____