

# George Salter Academy - ICT Acceptable Use Policy

All users of academy ICT equipment and personal devices whilst within the academy are required to accept the following ICT Acceptable Use Policy.

This includes any personal devices, which have been connected to the academy's network or are connected to a personal mobile network (e.g. 3G/4G) whilst within the academy and any academy devices, which are taken offsite or home.

The academy actively monitors all ICT use including websites visited, internet searches, messages sent/received, emails sent/received, files created and downloads of all users.

In accepting this policy, **all users** agree to the following:

1. I will not access inappropriate material in the academy via external media or downloaded from the internet, neither will I store such material on academy devices nor network shared drives. This includes (but is not exhaustive to):
  - 1.1. Any files or folders containing unsuitable content or offensive language.
  - 1.2. Any files which violate copyright law. Downloaded/ripped content such as videos, music or software.
  - 1.3. Any files or folders that promote any activity contrary to the ethos of George Salter Academy (E.g. bullying, racism, terrorism etc.)
  - 1.4. Any games with the exception of those I have created myself or are related to teaching and learning.
2. I will not change other user's passwords and will only edit or delete my own files and not view, or change other user's files without their permission.
3. I will not allow other users to use my login details and will keep my logins, IDs and passwords secret.
4. I will use the Internet responsibly and will not visit websites which may contain materials considered inappropriate.
5. I will not tamper with computer settings or attempt to bypass restrictions put in place for my safety, including the use of proxy's or VPN's to access sites, which have been blocked by the academy.
6. I will not send, display or print offensive or inappropriate messages, images, sounds or videos.
7. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
8. I will not use obscene language in any form of communication.
9. I will not use harassing or threatening language in any form of communication (e.g. the sending of emails).
10. I will not damage the ICT facilities or take ICT equipment from rooms without prior permission.
11. I will only install software and apps on academy devices for which I have permission to do so and the appropriate license is in place.
12. I will not intentionally damage computer software (e.g. by knowingly bringing in a virus on a device and introducing it onto the academy system) and will take preventative measures (e.g. do not open or download any email attachments from email addresses, and more importantly, people you do not recognise).
13. I will not intentionally waste resources (e.g. printing multiple copies of the same document).

In addition **students** also agree to the following:

14. If I see something that makes me feel uncomfortable or worried, I will report it to a Pastoral Manager immediately and state the name of the website concerned.
15. If I receive a message, image or video I consider inappropriate or that makes me feel uncomfortable, I will not respond to it, but I will save it and report it to a Pastoral Manager immediately.
16. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, without academy or parental permission.
17. I will never arrange to meet someone I have only ever previously met on the Internet or by email or on social media, unless I take a trusted adult with me.

18. I am aware that some websites and social networks have age restrictions and I should respect this.

In addition **staff, governors and visitors** also agree to the following:

- 19. If I see something that makes me feel uncomfortable or worried, I will report it to the Designated Safeguarding Lead immediately, including the name of the website concerned.
- 20. If I receive a message, image or video I consider inappropriate or that makes me feel uncomfortable, I will not respond to it, but I will save it and report it to the Designated Safeguarding Lead immediately.
- 21. I will not send confidential or sensitive information to those who are not authorised to receive it.
- 22. I will not publish images of students from the academy without the permission of a parent/carer first.
- 23. I will not use personal equipment such as cameras, phones etc. to take images/video of students.
- 24. I will not communicate with students through means outside of the academy facilities such as personal email accounts, social networking sites, personal mobile phones etc.
- 25. I will ensure that my personal social network pages are sufficiently protected so as not to allow any parents or students to access personal information, comments or photographs. It is recommended that Facebook pages are set to 'Friends' thus preventing them being viewed by the general public.
- 26. I will not accept current students on roll as friends on any social networking site (e.g. Facebook, Twitter etc.) as this can leave me open to false claims and put me in a vulnerable position. Staff should also not signpost students to their personal 'YouTube' accounts.
- 27. I will not use a social network site, the internet or personal blogs etc. in such a manner that the content offends colleagues or brings the academy into disrepute.

In addition **parents and carers** also agree to the following:

- 28. I am responsible for the content my child accesses on academy devices when they are used at home.
- 29. I am responsible for setting up parental controls on my home internet connection, to prevent my child accessing inappropriate content on academy devices.
- 30. I will actively monitor my child's home internet use on academy devices.
- 31. If I see something that makes me feel uncomfortable or worried, I will report it to the Designated Safeguarding Lead immediately, including the name of the website concerned.

**I confirm I have read and agree to all of the above statements.**

**Signed**.....

**Name**.....

**Date**.....