

ACCEPABLE USE POLICY FOR STUDENTS

INTRODUCTION

This is an important document which covers our policies for and the use of:

- ❖ ICT and electronic equipment;
- ❖ Cloud based platforms;
- ❖ Digital and video images of students;
- ❖ Biometric data.

The information below explains expectations for students using our ICT systems, what electronic systems and facilities we make use of in school and how we may wish to use and store the personal data of students.

This document should be read in conjunction with the John Taylor Multi-Academy Trust (JTMAT) Data Protection Policy and Records Management (GDPR) Policy which fully explains how your data will be used and processed. These can be found by visiting <https://jtmatt.co.uk/privacy/policies/>

Please read this information carefully and then indicate your acceptance of these policies (if any) at the end of this document and return the form to school. Your response to this document will be stored digitally in school for our records.

ICT AND ELECTRONIC EQUIPMENT ACCEPTABLE USE POLICY - OVERVIEW

This is a statement of good computer practices to protect Chase Terrace Technology Academy, its students, staff and all equipment from casual or intentional abuse. With the prolific use of e-mail, mobile technology and access to the Internet throughout the school there are a number of threats and legal risks to the school, as well as the potential costs of time wasting that can be avoided by following the practices outlined. Although these tools are provided first and foremost for school use, Chase Terrace Academy accepts that on occasion they may be used for personal use, however this should be kept to a minimum. Users should take in to account these guidelines and adhere to them at all times.

These guidelines apply to all students who have access to email, the internet, any computer systems, mobile phones or any other relevant electronic device being used whilst on school premises, school owned equipment or any device connected to the school network at any time and in any place.

All users will be notified of these Acceptable Use Policies, via a logon screen which will appear whenever a user logs on. To proceed, users will have to click on a button that states, "By logging on to the school system, I accept all Chase Terrace Academy policies on the use of IT systems and equipment including email and the internet." New students will not be given access to e-mail, the Internet or any Chase Terrace Academy IT systems until they have seen and accepted these policies.

PRIVACY AND SAFEGUARDING

All users should be aware that Chase Terrace Academy takes the security and safety of all users very seriously. As a result, the school makes use of Proxy, Firewall, Filtering and Monitoring software to monitor all internet and PC usage. These systems are checked and monitored by ICT support staff on a regular basis, and some systems may also produce reports of concerns and infringements automatically. Although Chase Terrace Academy respects privacy, in the

context of safeguarding and the safe provision and monitoring of ICT services, users should not have any expectation of privacy whilst using school systems and should not conduct any personal or sensitive business on school systems, including the sending and receiving of personal email. You should be aware that all text entry, regardless of the application being used is monitored for key words that may be deemed unsafe, inappropriate, or defamatory.

USE OF ICT EQUIPMENT

Students are granted access to a wide range of technology and equipment within school. This may include desktop PC's, laptops, tablet computers, biometric systems, design and technology (cad/cam) machines, sound/lighting equipment. Students must treat all equipment with respect, adhering to any health and safety procedures, display safe working practises and report immediately any faults or damage to ICT services or their teacher. Any wilful damage to school equipment will be pursued by the school.

Students will be provided a unique user name and will be expected to set a password which conforms to the complexity requirements set. This is usually a password which is more than 6 characters in length and contains a mixture of upper and lower case characters. Students are **solely** responsible for keeping their user name and password safe and must never reveal their password to any other student, write it down or leave it anywhere where it could be abused by another individual.

Students are solely responsible for any legal, moral and professional issues that may arise through their actions using any electronic equipment or systems. Students should therefore ensure their familiarity with all related policies, if in doubt please seek advice from ICT support, tutors, or your heads of year. Students should be aware that any inappropriate use of any electronic systems may lead to disciplinary action being taken, in extreme cases possibly exclusion or permanent exclusion. Students are responsible for maintaining the security of their account and must never share their password with any other individual as any misuse of ICT can be linked directly to the students' assigned user account.

Students are not permitted under any circumstances to use any school ICT equipment for the purpose of:

- ❖ File sharing
- ❖ Gambling
- ❖ Gaming
- ❖ Online purchases
- ❖ Installing software
- ❖ Any form of activity that could be considered dangerous or illegal

Failure to adhere to the terms of the acceptable use policy will result in disciplinary action as set out in the school behaviour policy against any users who are found to breach the policies outlined in these guidelines. The school reserves the right to suspend system access for an individual user without notice or reason.

USE OF THE INTERNET, EMAIL AND COMMUNICATION TOOLS

Users should not send messages that contain any unsuitable material or defamatory statements about other individuals or organisations. The wilful or deliberate display of emails or documents attached to emails containing any of the following will be considered a serious matter that will be dealt with in accordance with the school behaviour policy:

- ❖ Obscenities;
- ❖ Offensive language;
- ❖ Any mention of, or reference to, illegal activity;
- ❖ Racist or xenophobic language, references or inferences;
- ❖ Sexually explicit content;
- ❖ Any other content which may be deemed unreasonable or unacceptable in a school context.

Students should never let anyone else use their school email account and should make every effort to apply a common sense approach to using their email accounts:

- ❖ Do not open emails from recipients you do not recognise;
- ❖ Never open email attachments unless you are sure of the source;
- ❖ Use your school email account in any communication with organisations or individuals outside of school for school purposes (for example when organising a work experience placement);
- ❖ Use basic email etiquette – no capitals, always include a subject and always use an appropriate greeting;

Students have access to the internet and this is both filtered and monitored for the safety of our students and staff. Filtering software and rules, however, are not fool proof and it is simply not possible to block/filter all websites which may be inappropriate or cause distress to individuals. Whilst we take all possible precautions to protect our staff and students, Chase Terrace Academy cannot under any circumstances guarantee the safety of students using our internet provision.

Under no circumstances should a user access a site that contains sexually explicit, offensive, racist or illegal material. Should a student access a website that is inappropriate or they feel is unsuitable, they should immediately close their web browser and inform a teacher or ICT services who will then take steps to block the site in school.

We have an active programme of e-safety education and as such students should be well equipped to spot, avoid and report any online behaviour that is in any way inappropriate. If in school, students should report any concerns immediately to any member of staff who will then ensure the situation is addressed. If outside of school or a student feels they cannot discuss a matter with a member of staff, then they should use the National Crime Agency online reporting tools which can be found on <https://ceop.police.uk/safety-centre/>

Misuse of the internet in school may result in the suspension of any user accounts involved pending further investigation or action.

PRINTING

We provide both colour and black and white printing in school. Students are not charged for printing at Chase Terrace Academy. We do, however, operate a system whereby we can set limits on the amount of pages each user may print. Furthermore, we actively monitor the use of our printing systems and reserve the right to immediately remove the ability to print from any user found to be abusing or circumventing our quota system.

Students should consider the need for printing and, wherever possible, should always consider using suitable electronic alternatives such as PDF documents which can be viewed on any computer, laptop, phone or tablet. As a general guideline, any document which is not class work or coursework should **not** be printed in school. Students that need exam or specification material should arrange this with their class teacher who may print these through our reprographics department.

USE OF PERSONAL MOBILE TECHNOLOGY (BYOD) AND SOCIAL MEDIA

It is imperative that both parents/carers and students understand that no school has the facilities to monitor and protect students whilst they are using mobile data services (3G, 4G or similar). It is for this reason that we cannot take any responsibility for student actions whilst using devices that are making use of mobile data. However, as with all other use of ICT in school our same expectations and rules apply and any misuse of mobile equipment in school regardless of the communication method used, still falls under the school's acceptable use policy and therefore the school behaviour policy also.

At Chase Terrace Academy, we recognise the importance of mobile devices to both parents/carers and students. As a school, however, we do not allow their use during lessons under any circumstances for any purpose unless under direct instruction from the classroom teacher. Students must never use their mobile devices to take pictures or videos of any member of staff or another student. Failure to adhere to this policy can result in serious disciplinary action being taken.

Students are not allowed to connect, or attempt to connect, their device to any of the school wireless networks without the explicit permission of ICT services. Any student who wishes to use their device on our network must make contact with a technician.

Chase Terrace Academy will provide basic internet filtering to internet access provided for mobile devices. We will not take any responsibility for misuse, data loss or any kind of virus/malware that may become installed on a device whilst in school. It is the responsibility of students to make sure that any device they use is suitably up to date and protected. We do not provide any kind of insurance or coverage for physical damage to student devices whilst they are on the premises.

We actively discourage the use of **any** social media whilst students are in school. Misuse of social media platforms can cause catastrophic consequences and are very difficult for the school to manage effectively. Chase Terrace Academy has absolutely no control over images, video or text posted to any social media platform and we cannot guarantee that any requests to social media organisations to remove content will be actioned. Any student that is found to be posting any material that on social media that falls into the following categories will be dealt with to the full extent of the school behaviour policy:

- ❖ Images or video of any other student or member of staff without their explicit permission;
- ❖ Any text which could be:
 - offensive to another individual regardless of context;
 - Racist;
 - Sexist;
 - Obscene;
 - Illegal;
 - Defamatory;
 - Slanderous;

We actively carry out a program of education about the dangers of misusing social media and would take this opportunity to remind students that they should **never under any circumstances** meet or arrange to meet an individual they have met online. Any such approaches should be immediately reported to a member of staff.

COPYRIGHT

Students are reminded that material found online should be presumed to be the intellectual property of the author and, as such, should either seek to find if material is free for educational use or whether permission can be granted for content to be used in their work. There is obviously a case for “fair use” of material found online, but if in doubt students should seek help from a member of staff or the ICT support team. Any material that a student uses from the internet should be clearly referenced in their work.

CLOUD BASED PLATFORMS

A cloud-based system is simply any service which is provided by an external organisation and is accessed through the internet. In the context of our school we use a number of industry standard online systems such as Office 365 for Education, Satchel One, Edmodo (an online learning platform) and others relevant to specific subject areas. A full list of cloud providers along with relevant privacy policies can be obtained from the school by request.

Students are given access to a range of online facilities which provide a range of learning opportunities and tools to assist in their work.

Access to Office 365 will provide your child with the ability to access work at home, to produce work using online tools through a web browser and have access to communication and organisational tools. Office 365 works on PC, Mac and Tablet computers. Some of the benefits are outlined below:

- ❖ **Mail** - an individual email account for school use managed by the school;
- ❖ **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments;
- ❖ **Office Online** – students can access Word, Excel, OneNote, Powerpoint and more through a web browser – no install required;
- ❖ **OneDrive** – all students have access to 1Tb (Terabyte) of online cloud storage to enable them to store, backup and access work from home.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer.

Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Edmodo is an online learning platform which enables students to receive assignments, guidance and feedback from teachers and to submit their work. There are facilities for students to discuss assignments and access online help or tutorial materials.

My Maths is an online tool which allows maths teachers to set quick homework tasks for students. Students will make regular use of this facility throughout their time at Chase Terrace Academy.

The school believes that use of the tools significantly adds to your child's educational experience.

By agreeing to this policy, you are confirming that:

- ❖ The school may create user accounts for your child on the services mentioned above;
- ❖ You understand that, due to the nature of these being online services, a certain amount of personal data (names, user names, passwords) will inevitably be stored on external servers out of the control of the school;
- ❖ The school expects students to follow safe and responsible working practices when using online facilities;
- ❖ You understand that your child will have access to these facilities outside of school and may be set tasks to complete using them. Furthermore, you understand that the school cannot monitor the use of online platforms outside of the school premises.

DIGITAL AND VIDEO IMAGES OF STUDENTS

At Chase Terrace Academy, it is often the case that the use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used, for example, to review performances, in presentations or to perform evaluations.

Furthermore, images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Please note that for users of school transport, we would ideally need permission to use an image of the student for the purpose of their transport identification card.

The school makes every effort to comply with the Data Protection Act and we will, where appropriate or necessary, request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, it is essential that these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.

By agreeing to this policy, you are confirming that:

- ❖ The school may take, store and use images of your child
- ❖ These images may be used primarily for learning and identification purposes
- ❖ Images may be used in school publications such as newsletters, the school website and prospectus.
- ❖ School may use images of students to promote individual student successes or achievements
- ❖ The school will take all reasonable precautions to protect the privacy of students.

BIOMETRIC DATA

The school uses biometric systems (fingerprint recognition) for the authentication of individual children for our canteen facilities, printing and library amenities.

The use of biometric technologies in schools is now standard practise and in our school it drastically increases the efficiency of many day to day tasks such as making payment in the school canteen. Furthermore, this system increases the safety of our students as they are not required to carry money or any form of identification (e.g. swipe card) in school. It is not possible for an individual to use any account other than their own.

The school has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified. No complete images of fingerprints are stored and it is not possible to reconstruct an image of a fingerprint from the data that is stored in our system.

By agreeing to this policy, you are confirming that:

- ❖ The school may use electronic systems to store your child's fingerprint
- ❖ This data can then be used to uniquely identify your child

POLICY AGREEMENT FORM

Student name:	
Form:	
Name of parent/carer:	

ICT AND ELECTRONIC EQUIPMENT

- ☐ I agree to the Chase Terrace Academy acceptable use policy and have read the JTMAT Data Protection Policy (GDPR) for ICT and electronic equipment and give permission for my child to use ICT equipment in school.
- ☐ I do NOT agree to the acceptable use policy for ICT and electronic equipment. I understand that by not accepting this agreement my child will not be able to use school ICT systems.

CLOUD BASED PLATFORMS

- ☐ I agree to my child having access to cloud based platforms for teaching, learning and communication. I understand that some personal data may, therefore, be stored outside of control of the school.
- ☐ I do NOT agree to my child having access to cloud based platforms. I understand that by not accepting this agreement my child will not be able to use cloud-based resources.

DIGITAL AND VIDEO IMAGES OF STUDENTS

- ☐ I agree to the school taking and using digital images of my child, as is appropriate.
- ☐ I do NOT agree to the taking and using of digital images of my child.

BIOMETRIC DATA

- ☐ I agree to the taking, and use of, biometric data to enable access to payment, printing and library facilities. I have read and understand the relevant
- ☐ I do NOT agree to the taking, and use of, biometric data to enable access to payment, printing and library facilities. I understand that by not agreeing my child may not be able to access certain authentication systems in school.

If you wish to amend this agreement at any time, please contact the school in writing.

Finally, as a school we are increasingly aware of the volume of paper, printing and consumables we use and are endeavouring to move towards email as a more convenient, secure, cost effective and environmentally friendly method of communication for school reports and letters home. As such we would like to collect the email addresses of our parents and carers for future use. We will not use email addresses for anything other than school communication and will notify all parents/carers before doing so. If you think this will be convenient to you and you agree to the school storing your email address, please provide at least one email address which we can use to contact you.

Email Address: _____

Signature of parent/carer: _____ Date: ____ / ____ / _____

Student Agreement of the Acceptable Use Policy:

By signing below, you are stating that you have read and understood the acceptable use policy for ICT and electronic equipment in school. You are agreeing to abide by these rules and to report any inappropriate use or misuse of ICT or electronic equipment in school. You are reminded that your account is regularly monitored and the school actively uses monitoring and safety software to protect students.

Signature of student: _____ Date: ____ / ____ / _____