Les Voies

Acceptable Use Policy	
Type of Policy	**School**
Version Number	**1.2**
Date Complete	**June 2024**
Review Period	**Bi-annually**
Last Reviewed	**September 2022**
Date for Review	**June 2026**
Linked policies	**Behaviour and Attitudes, Safeguarding, Anti-bullying**
Signed by	

Why do we have an acceptable use policy (AUP)?

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Les Voies School believes in the educational benefits of curriculum internet use. The Senior Leadership Team recognises that there are risks and dangers associated with inappropriate use and so plans accordingly to ensure appropriate, effective and safe student use.

To ensure:

- All staff understand the expectations of the acceptable use of technology in school
- The safety and wellbeing of all members of the school community
- All students understand what is expected of them with technology
- All staff understand what is expected of them with technology
- The school meets statutory guidance
- Devices are used in an appropriate manner
- Devices are used to support the learning of students
- Device use does not lead to safeguarding issues

The purpose of the AUG

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

AUG Expectations

The first line of defense when students are using technology in school is the vigilant monitoring of what the students are accessing online.

It is the school's expectation that students must use school ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

For personal safety:

- Students will understand that the school monitors my use of the ICT systems, email and other digital communications.
- Students will not share their username or password, nor try to use any other person's username and password.
- Students will follow the school password policy guidelines when setting my passwords, in order not to compromise the security of my documents or the school system as a whole.
- Students will be aware of the risks associated with strangers when communicating online and will not arrange to meet these people when they are alone.
- Students will not disclose or share personal information about myself or others when online.
- Students will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

Students will understand that everyone has equal rights to technology as a resource and:
- understand that the school ICT systems are primarily intended for educational use and will not be used for personal or recreational use unless they have permission to do so.
- will not try (unless they have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing or video broadcasting (unless they have permission from a member of staff to do so).
- understand that the disk quota provided on the school network is a maximum of 500MB which may only be used for school work. Students will understand that if they reach the quota size they will not be able to save any further work on the School system. They will understand that IT technicians will email them if they try to exceed the maximum quota and after one week they will delete work from their folder starting with the oldest files first.

Students will act as they expect others to act towards them and:
- will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- will be polite and responsible when they communicate with others, they will not use strong, aggressive or inappropriate language and will appreciate that others may have different opinions.
- will not take or distribute images of anyone without their permission.

Students will recognise that the school has a responsibility to maintain the security and integrity of the technology it offers them and ensure the smooth running of the school:

- Students will only use their personal hand held devices (e.g. iPad, mobile phones, USB devices etc.) during break times and lunchtimes..
- Students will immediately report any damage or faults involving equipment or software, however this may have happened.
- Students will not open any attachments to emails, unless they know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- Students will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will they try to alter computer settings.
- Students will not use chat and social networking sites, unless they have permission to do so.

When using the internet for research or recreation, students will recognise that:
- they should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, they will not try to download copies (including music & videos)
- When they are using the internet to find information, they should take care to check the information that they access is accurate, as they understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Students will understand that they are responsible for their actions, both in and out of school:
- They will understand that the school also has the right to take action against them if they are involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are out of school and where they involve their membership of the school community (examples would be cyber bullying, use of images or personal information).
- They understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, fixed term exclusions, and contact with parents and in the event of illegal activities, involvement of the police.

<u>Concerns</u>

If there are any concerns around the use of technology within school, staff are required to pass this information onto SLT, IT lead and it is to be recorded on SLEUTH.