

# ACKLAM GRANGE SCHOOL



## IT Acceptable Use Policy Year 7-9 Students

Status & Review Cycle	Term	Year
Last Review Date	Autumn	2021-2022
Next Review Date	Autumn	2023-2024
Lead	Mr M Lodge	

This school is an academy within The Legacy Learning Trust.

# Acklam Grange School

## I.T. Acceptable Use Policy (AUP) 2021-2022

### Year 7- 9 Students

The school has the responsibility for providing you with safe, reliable and useful I.T. resources (network access, internet access, virtual learning environment (VLE) etc.) that will help you make the most of your learning opportunities. You have a right to these resources. With this right however, come the following responsibilities:

- I will read and follow the guidelines in this AUP and I understand that I must give my written consent before I will be allowed to access the school computer network.
- I understand that this AUP is regularly reviewed and that there are consequences if I do not follow it.
- I understand that all of my work and internet activity on the school I.T. equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly.
- I will always use what I have learned about e-safety to keep myself safe and I will tell a teacher if something makes me worried or unhappy.
- I will only use school I.T. equipment for my school work and not to upset or bully other people or create a bad impression of my school or myself.
- I will take responsibility for my own use of all I.T. equipment and will use it safely, responsibly and legally.
- I will only use my school email account for school-related communication with contacts outside of Acklam Grange School. I will use email responsibly and always be polite and respectful. I will **not** use my school email for communication with other students and staff or to sign up for social networking sites.
- I will use eSchools Messages for communication with other students and my teachers and I will use the system sensibly at all times.
- I will not open any email attachments without checking with an adult.
- I will make sure that my work does not break copyright.
- I will only use the school computers for my school work.
- I will not go on any unsuitable or illegal web sites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will tell a teacher straight away.
- I will tell a teacher if I can see a website that is inappropriate or if I receive any unwanted emails (such as spam) or unwanted messages through eSchools Messages.
- I will look after school I.T. equipment and report any damage to a teacher straight away.
- I will not try to get past any security measures in place to protect the school network.
- I will only use the login details I have been given and I will not share them with anybody else. I will set an appropriate password that cannot be easily guessed.

- Where possible I will use Magellan and OneDrive to access my school work from outside school.
- If I have to use a flash drive (USB memory stick) in school I will run an anti-virus check on it before I open my files.
- I will only store school-related files and images in my network storage area and my OneDrive.
- I will always '**Think Before I Print**' and where possible I will use alternative methods to printing such as eSchools Message attachments. When I do need to print I will only print in colour where absolutely necessary.
- I understand that I will only be able to print small (maximum of 2 copies of documents up to 10 pages in length), mono documents on classroom printers. All large and/or colour documents must be printed on the Multi-functional Devices (MFDs).
- I will only store school-related files and images in my network storage area and my OneDrive.
- I understand that I have access to the eSchools Planner App which can be viewed on any smartphone. I am aware that the App gives me access to my timetable, calendar, messages, AGS Enhance work and attendance information.
- I will only use my mobile phone (if you have one) during lesson time if directed to by the teacher as part of a learning activity. At other times it will be on silent or turned off.
- I will **not** plug my mobile phone into any school device unless instructed to by a member of staff.
- I will adhere to the AGS Student Wireless Policy which can be viewed in full on the school website. I will use the school wireless access appropriately at all times on my personal devices. I understand that only websites to support my learning will be made available to me e.g. eSchools and Magellan.
- I will adhere to the Data Protection Act (1998) and the Computer Misuse Act (1990) at all times. Links to view these documents can be found on the school website.
- I will always log off a computer when I have finished using it.

## Student Consent

I confirm that I have read and understood the I.T. Acceptable Use Policy and agree to the terms.

Student Name (Block Capitals) .....

Student Signature .....

Date .....

Tutor Group .....