ACKLAM GRANGE SCHOOL

IT Acceptable Use Policy
Year 10-11 Students

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

Acklam Grange School

IT Acceptable Use Policy (AUP) 2021-2022
Y10-11 Students

The school has the responsibility for providing you with safe, reliable and useful IT 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 the school may check my computer files and that Securus software is active to monitor the internet sites that I visit and my emails. If I do not follow these guidelines the AUP will be enforced and serious consequences will follow.

- I will take responsibility for my own use of all I.T. making sure that I use technology safely, responsibly and legally.

- I will take personal responsibility for my own e-safety e.g. when online, I will not give out any personal details or arrange to meet someone without the permission of my parent or guardian (further advice is available at http://www.thinkuknow.co.uk/).

- I will only use email systems, chat rooms and other messaging methods that are approved by the school.

- 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 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 never use I.T. for bullying or harassing others or in such a way that will bring the school or myself into disrepute.

- I will not download or install any software or files onto school's I.T. equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.

- 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 a run an anti-virus check on it every time.

- I will not intentionally gain access to unsuitable or illegal sites e.g. pornography, child abuse, racism, incitement to violence. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

- I will only access computer systems using my own username and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990. I will set an appropriate password that cannot be easily guessed.

- I will ensure that my work does not break the Copyright, Design and Patents law. I will always acknowledge the source of information (words, images etc.) I use. I will not copy other people's work and pass it off as my own (plagiarism).

- I will use school I.T. equipment with care and tell my teacher of any damage which occurs as soon as possible.

- 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 **<u>not</u>** 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.

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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 ………………………………………….