



LANGTREE SCHOOL GOVERNORS’ ICT ACCEPTABLE USE POLICY

THE LANGTREE SCHOOL ACADEMY TRUST COMPANY

AN EXEMPT CHARITY LIMITED BY GUARANTEE

COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:	
RECOMMENDED	✓
STATUTORY	
REVIEW DATE	Jan 2016
COMMITTEE	Curriculum

LANGTREE SCHOOL – STUDENT ICT ACCEPTABLE USE POLICY

1. Rationale

- 1.1. Langtree School provides a computer network with Internet and email access for students. The Internet offers access to a vast amount of information for use in studies but there are dangers. This policy details rules for the safe and legal use of the ICT resources in the school. The computer network is provided for the benefit of all students, and students are encouraged to use and enjoy these resources, and to help to ensure they remain available to all.
- 1.2. Students are responsible for good behaviour both when using the ICT resources and when using the Internet just as they are in other aspects of school life. It is important to remember that access to the computer network, Internet and email is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.

2. Aims

- 2.1. To keep all learners safe when in school.
- 2.2. To enable all learners to use ICT safely and effectively at Langtree School in order to support learning.
- 2.3. To eliminate any distractions to learning which might otherwise occur as a result of the misuse of ICT in school.
- 2.4. To maintain the efficient application of the ICT network and all ICT equipment around the school.

3. Policy detail

EQUIPMENT

- 3.1. Damaging, disabling or otherwise impairing the operation of computers and other ICT equipment will be considered as an act of vandalism.
- 3.2. Eating and drinking in ICT suites or near any computer equipment is strictly forbidden. This is necessary to protect the computers from accidental spillages which could cause serious damage and create the danger of electric shock.
- 3.3. Students should not use head-phones or ear-phones in a lesson, without the express permission of a member of teaching staff.

NETWORK

- 3.4. Students are given their own username and password to access the school network.
- 3.5. Students are responsible for the security of their own user area, and will be held fully accountable for any abuse of, or originating from, their account.
- 3.6. The creation, access and storage of pornographic, racist or other offensive material on the network is strictly forbidden.
- 3.7. Students must tell a member of staff immediately if they find materials which violate the ICT rules.
- 3.8. Playing games on school computers during lesson times is not permitted.

WIRELESS

- 3.9. Students are given their own username and password to access the school wireless network.
- 3.10. Students are responsible for the security of their own wireless devices.
- 3.11. Students should use their wireless access for educational purposes.

SECURITY

- 3.12 Students should always respect the security on the school computer network.
- 3.13 Students must never reveal their school name, home address, telephone number or provide a picture to people that they meet on the Internet unless specifically authorised to do so by a teacher as part of a planned lesson.

INTERNET

- 3.14 The school provides a filtered Internet connection for student use.
- 3.15 Students should use their internet access for educational purposes.
- 3.16 Students should not use proxy sites to access webpages.
- 3.17 The use of chat rooms and instant messaging during lessons is forbidden unless specifically authorised by a teacher.
- 3.18 The use of "YouTube" is restricted. Students should only access "YouTube" when directed to it by a teacher.
- 3.19 Copyright laws must be respected at all times.

EMAIL

- 3.20 All students will be provided with their own email account for educational use and this is the email address which should be used in school for the purpose of learning.
- 3.21 Students are responsible for the content of all emails sent and received by them.
- 3.22 If students receive any offensive or inappropriate emails they should report it to a teacher or to the ICT support office immediately.
- 3.23 Email attachments can contain viruses and should only be opened if they come from a known and trusted source.

VLE

- 3.24 All students will have access to a school Virtual Learning Environment through their email logins.
- 3.25 Students are expected to be polite and respectful when using the feedback and comments system on the VLE.
- 3.26 Students may select their own profile image but this must be appropriate for a school environment. If an image is deemed inappropriate by a member of staff the student may have their VLE access restricted.

USER RESPONSIBILITIES

- 3.27 All systems may be monitored and audited for administrative and management purposes so personal privacy cannot be assumed.
- 3.28 Logout or lock your computer if you leave your workstation unattended.
- 3.29 Users of notebooks and laptops must ensure that a password is required to use the device.
- 3.30 You must not use ICT facilities to access, transmit or share material that is confidential to Langtree School, or is confidential to an individual, without the appropriate permission.
- 3.31 You must obtain authorisation from the ICT Network Manager for the installation of additional software on Langtree ICT equipment.
- 3.32 You must not change the configuration of installed ICT equipment unless authorised to do so.
- 3.33 You must not connect non Langtree equipment to the Langtree School network unless authorised to do so.
- 3.34 You must not remove school-based ICT equipment or software without authorisation from ICT Department.
- 3.35 At least once a month you must connect all laptops to the Langtree School network for regular updates of anti-virus software and security.
- 3.36 You must make sure that all critical documents are held on a network drive rather than the PCs/laptop's hard drive (if this is impractical then ensure these documents are regularly copied to a back-up medium to minimise loss in case of equipment failure. If

these are backed up onto memory sticks/CDs then they must be kept secure until the data can be copied onto the network

- 3.37 All users of ICT suites and equipment at Langtree will be bound by the following protocols:

PROTOCOLS FOR USE OF ALL ICT SUITES

1. Students are expected to use the ICT suites responsibly at all times, and to respect the fabric of the rooms as well as the equipment within them. There is to be no eating, drinking or chewing in any of the rooms at any time, without any exception. This includes any use of these rooms after school.
2. The ICT suites will NOT be available for student use before school.
3. The ICT rooms will be kept locked at all times when not in use. Students are not allowed to enter the rooms at any time without a member of staff being present.
4. The lunchtime ICT club will operate in ICT 1 only. This will be timetabled on a Year group basis:

Year 7 - Monday
Year 8 - Tuesday
Year 9 - Wednesday
Year 10 - Thursday
Year 11 - Friday
5. ICT 2 will be available for use at lunchtime only at the discretion of the ICT teaching staff.
6. A User Policy will appear as a pop up on every PC in the school and must be read and accepted by the user prior to use.

4 Links to other policies and document:

This policy should be read in conjunction with:

- 4.1 The curriculum policy
- 4.2 The Teaching and Learning policy
- 4.3 The Home School Agreement.
- 4.4 Anti-Bullying Policy
- 4.5 Policy on Safeguarding Children

Produced : January 2012

Last reviewed : June 2013

Date of next review : January 2016