



Policies and Procedures  
ICT Acceptable Use  
Policy

# Abbey Grange Academy Acceptable Use Policy for Information and Communication Technology

## Why Have An Acceptable Use Policy?

An Acceptable Use Policy is about ensuring that you, as a pupil at Abbey Grange Academy can use the internet, email and other technologies available at the Academy in a safe and secure way. The policy also extends to other facilities e.g. equipment; printers and consumables; Internet and email; Academy learning platform and websites.

An Acceptable Use Policy also seeks to ensure that you are not knowingly subject to identity theft and therefore fraud. Also that you avoid cyber bullying and just as importantly, you do not become a victim of abuse.

Abbey Grange Academy recognises the importance of ICT in education and the needs of students to access the computing facilities available within the Academy. The Academy aims to make the ICT facilities it has, available for students to use for their studies both in and out of lesson times. To allow for this Abbey Grange Academy requires all students to agree with this acceptable Use Policy prior to using any Academy ICT Facilities. Listed below are the terms of this agreement. All students at Abbey Grange Academy are expected to use the ICT facilities in accordance with these terms. Violation of terms outlined in this document may lead to loss of access and/or disciplinary action, which will be taken in accordance with the Behaviour Management Policy of the Academy.

## 1. Equipment

### 1.1. Vandalism

Vandalism is defined as any action that harms or damages any equipment or data that is part of the Academy's ICT facilities. Such vandalism is covered by the Computer Misuse Act 1990. This includes, but is not limited to;

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or remove software.
- Unauthorised configuration changes
- Create or upload computer virus
- Deliberate deletion of files.

Such actions reduce the availability and reliability of computer equipment; and puts at risk other users' data. In addition, these actions lead to an increase in repairs of the ICT

facilities, which impacts upon every students' ability to use the ICT facilities. The other result of vandalism is that it incurs costs, which reduce the funds available to improve the ICT facilities the Academy has.

## **1.2. Use of Removable Storage Media**

Abbey Grange Academy accepts the fact that you may wish to transfer Academy work done at home to the Academy using a flash memory stick or other such device. However, Abbey Grange Academy cannot guarantee that your work will be able to be transferred properly using these. Also using these forms of data transfer is your responsibility, and therefore the Academy is not responsible for any loss of data from such devices nor the damage or loss/theft of the physical item if such an incident were to occur.

To this extent we would encourage you to use the Abbey Grange Learning Platform for file transfer from home to the Academy and vice versa. Through the Learning Platform, you have access to your Academy user area, this means that once files are uploaded from home you can access them at the Academy, likewise, saving something at the Academy to your user area will make it accessible at home.

## **1.3. Printers and Consumables**

Printers are provided across the Abbey Grange Academy for use by students. Please use the printers sparingly and for educational purposes only. Take the time to check the layout and proof read your work, using the 'Print Preview' facility before printing.

To help reduce the cost of printing within the Academy, we have in place some default settings. These include, by default, greyscale and double sided – this is the cheapest method of printing.

All printer use is recorded and monitored and therefore if you deliberately use the printer for non-education or offensive material you will be subject to the behaviour management measures of the Academy.

### 1.3.1. Printer Accounting

A printer accounting system is in operation across Abbey Grange Academy. This assists in monitoring printer usage and reducing wastage of consumables.

Students will have a set printing balance per month which is to be used on educational printing. When a student runs out of printer credit they will have to speak to a member of the ICT Team about getting further credit applied. For this a view will be taken on past printing that. In certain cases pupils may be responsible to top up their printer balance with cash, where non-educational printing has used up the balance applied by the Academy. Please see below for the balance applied every month and the costs:

#### **Printer Balances (Correct as of 1/9/2013, subject to change based on termly reviews):**

<b>Group</b>	<b>Monthly Balance</b>
KS3	£1.50
KS4	£2.00
KS5/Sixth Form	£10.00

#### **Printing Costs:**

<b>Type of Print</b>	<b>Cost</b>
Single Sided Black and White A4	£0.02
Single Sided Colour A4	£0.05
Single Sided Black and White A3	£0.05
Single Sided Colour A3	£0.10
Double Sided Black and White A4	£0.02
Double Sided Colour A4	£0.05
Double Sided Black and White A3	£0.05
Double Sided Colour A3	£0.10

### 1.4. Data Security and Retention

All data stored on the Abbey Grange Academy network is backed up daily and backups are stored for at least two weeks. If you should accidentally delete a files or files in your folder or shared area, please inform a member of the ICT team immediately so that it can be recovered. After the minimum back up period, a termly back up is stored for at least one year.

## 2. Internet and Email

### 2.1. Content Filtering

Abbey Grange Academy provides internet filtering, designed to prevent access to controversial, offensive or illegal content. The filtering is monitored and managed in house by our ICT team.

It is impossible to guarantee that all controversial material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to a member of staff immediately. The use of Internet and email is a privilege and inappropriate use will result in that privilege being withdrawn.

### 2.2. Acceptable use of the Internet

All computer activity is actively monitored by a system called Securus which is constantly scanning for inappropriate content; for example certain key words, images that contain a certain percentage of flesh tones. In addition to this all Internet access is logged and actively monitored. This means that if needed the Academy has a record of every website that you have visited or attempted to visit.

Use of the internet should be in accordance with the following guidance:

- Only access suitable material – the Internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law.
- Do not access Internet Chat sites. Remember you could be placing yourself at risk. The Academies Learning Platform does provide social features that include a safe chat area for students to use to communicate with other students during breaks and lunch times. This chat area is safe and only accessible by students. It is also actively monitored by the Head of e-Learning for inappropriate use. Inappropriate use will result in social features of the Learning Platform being removed from the user.
- Never give or enter your personal information on a website, especially your home address or phone number.
- While most are blocked, do not access online gaming sites. Remember that your use of the Internet is for educational purposes only.
- Do not download or install software from the Internet, as it is considered to be vandalism of the Academies ICT facilities.
- Do not print pages directly from a website. Web pages are often not properly formatted for printing and this may cause a lot of waste. If you wish to use content from websites,

consider using the copy and paste facility to move it into another application, copyright permitting.

## 2.3. Email

You will be provided with an email address by the Academy. You are expected to use email in a responsible manner. The sending or receiving of messages which contain any material that is of a sexist, racist, unethical, illegal or likely to cause offence should not take place.

Remember when sending an email to;

- Be Polite; never send or encourage others to send abusive messages.
  
- Use appropriate language; remember that you are a representative of the Academy on a global public system. What you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
  
- Do not reveal any personal information about yourself or anyone else; especially home addresses, personal telephone numbers, usernames or passwords. Remember that electronic mail is not guaranteed to be private.
  
- Do not download or open file attachments unless you are certain of both their content and origin; file attachments may contain viruses that may cause loss of data or damage to the Academy network.

The use of other web mails, such as iCloud, Hotmail, gmail, etc are prohibited within the Academy.

## 3. Privacy and Data Protection

### 3.1. Passwords

- Never share your password with anyone else or ask others for their password.
  
- When choosing a password, choose a word or phrase that you can easily remember, but not something which can be used to identify you, such as your name or address. Generally, longer passwords are better than short passwords.
  
- If you forget a password, then please see a member of the ICT Team.
  
- If you believe that someone else may have discovered your password, then change it immediately and inform a member of staff.

### **3.2. Security**

- Never attempt to access files or programs to which you have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.
- You should report any security concerns immediately to a member of staff
- If you are identified as a security risk to the Academies ICT facilities you will be denied access to the systems and be subject to disciplinary action.

### **3.3. Storage and Safe Transfer of Personal Data**

- Abbey Grange Academy holds information on all pupils and in doing so, we must follow the requirements of the Data Protection Act 1998. This means that data held about pupils can only be used for specific purposes and therefore all data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Abbey Grange Academy will seek to ensure that personal data sent over the internet will be encrypted or otherwise secured.

## **4. Service**

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the Academy will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, miss-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the Academies ICT system is at your own risk. Abbey Grange Academy specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

## **5. Leavers**

Upon finishing as a student your user account (including email address) will be disabled. Files contained in your user areas will be archived for at least 1 Year. Your email inbox will no longer be accessible, it is your responsibility to advise contacts that the email address is no longer used.