



Top Valley Academy

Pupil Acceptable Use Policy

Approved by Governing Body 18 January 2016



Top Valley Academy (Student/Parent) Acceptable Use Policy

Rationale

New technologies have become integral to participation in today's modern society. 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.

Everyone has an entitlement to safe internet access at all times and Top Valley Academy will endeavour to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. This Acceptable Use Policy (AUP) aims to ensure that:

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

Academy Policy - Acceptable Use Policy Agreement

I understand that I must use Top Valley Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that my use of the ICT systems, Email and other digital communications will be monitored.
- I will not share my username and password nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not use Top Valley Academy's ICT systems for accessing social networks, online gaming or chat rooms.
- I will read and follow the guidelines provided on using ICT safely and effectively.

Everyone has equal rights to use technology as a resource and:

- I understand that Top Valley Academy's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have explicit permission to do so.
- I will not try (unless I have explicit permission) to make downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use Top Valley Academy's ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. You Tube).

I will act as I expect others to act toward me:

- I 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 explicit permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy and:

- I will only use my personal external devices / USB devices etc on Top Valley Academy's ICT systems with explicit permission.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will manage and maintain my files, folders and Emails in an appropriate manner.

When using the internet for research or recreation, I recognise that:

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

I understand that I am responsible for my actions, both in and out of the Academy:

- I understand that Top Valley Academy also has the right to take appropriate action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the academy and where they involve my membership of the Top Valley Academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action inline with Top Valley Academy's behaviour policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Both student and parent/guardian must read, understood and agree to the rules included in the Acceptable Use Agreement.

Top Valley Academy Student Acceptable Use Agreement

At your first use of the Academy's IT systems you will be asked to indicate that you have read, understood and agree to the rules included in the Acceptable Use Agreement when:

- Using the ICT systems and equipment (both in and out of Top Valley Academy)
- Using your own equipment outside of Top Valley Academy in a way that is related to you being a member of this academy e.g. communicating with other members of the Academy, accessing academy email, learning platform, website etc.

Your acceptance of the terms of this agreement is recorded electronically. Your use of the Academy's network is taken as demonstrating that you agree to follow the Acceptable Use agreement.

If you do NOT accept the terms of this agreement, access cannot be granted to the Academy's ICT systems.