

## IT Acceptable Use Policy (KS3/KS4)

### Policy Monitoring, Evaluation and Review

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board. Employees not based in a school should substitute 'Principal' with CEO or appropriate representative.

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|-----------------------|----------------|
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| <b>Ratified by:</b>   | Executive Team |
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| <b>Review date:</b>   | January 2024   |

### Revision History:

| Version | Date         | Author | Summary of Changes:                                   |
|---------|--------------|--------|---|
| 1.0     | January 2023 | GSM    | New policy/removal from Online Safety policy appendix |
|         |              |        |   |
|         |              |        |   |

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## 1 Acceptable Use Policy (KS3/KS4)

***Pupils will accept this agreement upon clicking "I accept" when using school IT equipment***

*These rules will keep me safe and help me to be fair to others.*

- I will only use the school computers for appropriate school activities and learning and am aware that the school can monitor my internet/email/network/computer use.
- I will not bring files into the school via removable storage or cloud storage that can harm the school network or be used to circumvent school security tools.
- I will not try to bypass the school content and filtering systems to access websites that are not allowed.
- I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
- I will keep my logins, IDs and passwords secret and change my password regularly.
- I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my age.
- I will only email or contact people I know, or those approved as part of learning activities.
- The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
- I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
- I am aware that some websites, games and social networks have age restrictions and I should respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will use the school remote learning platforms responsibly.
- I will not share videos or pictures of anyone without permission.

### **Remember**

It is an offence under the Computer Misuse Act 1990 to make unauthorised access to a computer.

- **You must NEVER use another person's ID and password in order to access a computer**
- **You must NEVER use or share data you are not authorised to have (including passwords)**
- **You must NEVER alter, delete or copy any data held on any system**

**If you are aware of any of these offences taking place you MUST report it. Use anonymous reporting if you feel unable to do this directly**

## 2 Review of policy

- 2.1 This policy is reviewed as required by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.
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## 3 Appendix A - IT Acceptable Use Policy

| IT Acceptable Use Policy for KS3/KS4  |                      |
|---|----------------------|
| <b>Pupil name:</b>  | <b>Pupil Signed:</b> |
| <b>Pupil (KS3/KS4) user Agreement:</b><br>I have read and understood the rules outlined in the Trust's IT Pupil Acceptable Use Policy (KS2<br><br>I will use the IT equipment in a responsible way in accordance with the rules set out in this policy. |                      |
| <b>Parent name:</b>   | <b>Class:</b>        |
| <b>Parent signed:</b>   | <b>Date:</b>         |