



# Student ICT for Learning Policy

Author: AP Director of Science

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Mark 12 : Verse 31

'Love your neighbour as yourself'.

There is no commandment better than this.

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ACADEMY

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### Introduction

Our Academy Vision is "Living Well Together with Dignity, Faith and Hope. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

The value of dignity is particularly relevant when we consider the use of e-learning, social media and ICT as we want to promote a community which is safe and accessible for all. To reflect our vision, we ask all members of our community to be respectful of what they put on-line and to consider what they are posting; that they are being respectful, reflecting the core Christian values of the Academy and promoting our hospitable community.

All Saints Academy Dunstable is committed to ensuring opportunities and access for all and values the abilities and achievements of all our students, enabling them to reach their potential in a safe environment that reflects our core Christian values. We recognise the value of parents/carers in supporting their children and will look to engage them in planning to meet the needs of individuals.

The Academy has provided IT facilities for your use, offering access to a vast amount of information for use in studies and offering great potential to support your learning.

The IT facilities are provided and maintained for the benefit of the entire Academy community, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. In order to fulfil our vision, you are responsible for good behaviour, being respectful, promoting fellowship and act dignified with the resources and on the Internet just as you are in a classroom or an Academy corridor.

### Equipment

- Never attempt to install or storing programs of any type on the computers.
- All maintenance should be carried out by IT support staff.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Do not eat or drink in the vicinity of the IT equipment or IT suites.
- Turn off any equipment when you have finished using it unless you are instructed otherwise by a member of staff

### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.

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- If you find a computer that another user has forgotten to log off from then inform a member of staff.
- Other computer users should be respected as stated in our vision of Living Well Together and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is unacceptable behaviour.
- Your files and communications will be monitored to ensure that you are using the system responsibly.



Internet

See the Internet Acceptable Usage Policy

Email

- Be polite, respectful and have a sense of purpose. Appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for young people or Academies is strictly forbidden.
- Spam
  - Be careful with your email address on the Internet.
  - You may receive spam if you publish your email address on a website, in a posting to a news group or in an online form (e.g. to send an electronic greeting card).
  - Never reply to a spam message, no matter how annoying! By replying, you let the sender know that your email address exists and then you are likely to receive more spam.
  - Never unsubscribe using links in spam email. This lets the sender know your email address is active – you are likely to receive even more spam
  - Never open attachments! Files attached to spam email often contain viruses. Delete the email immediately.
- The @allsaintsAcademydunstable.org account provided by IT support should be used for all communications with Academy staff and for communicating with other students for Academy work purposes.
- Webmail such as hotmail should not be used at all in the Academy.
- The use of email for bullying will be investigated and dealt with in accordance with the Academy bullying policy.

Physical security

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- In order to fulfil trust in one another and respect, main Academy students in an IT room should be supervised by a member of Academy staff at all times. You should not be sent around the Academy to look for a vacant IT suite during lessons or to see if there are spare computers in an IT suite when a lesson is taking place. You may be sent to an IT room if a prior arrangement has been made with the teacher using that room by your teacher. The teacher in the IT room will then be responsible for supervising you and you must follow their instructions. Alternatively, you may be sent to the library.
- Outside of lesson times (this includes before school, break times, lunch time and after school) no student should have any access without direct supervision from a member of staff (i.e. the supervisor is in the room all the time that students are there).
- Doors to IT rooms should be kept locked at all times when vacant. Inform a member of staff if you know that an IT room has been left open.

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#### Images of students

- To ensure that the faith students have in our Academy is upheld, Staff should only record images of students using Academy equipment, whether in Academy, or on a trip.
  - The use of personal digital cameras or camera phones by staff to record images of students is inappropriate.
- You should always ask another student or a member of staff for permission before recording their image. If they do not give you permission then you must respect their decision.
- Consider using group photos rather than photos of individual students.
- Any images of you held by the Academy will be deleted once their period of use has expired, or you have left the Academy.

#### Personal equipment

- Personal mobile phones and other portable devices such as portable digital assistants (PDAs), internet enabled wearable devices (such as FitBits and Smart watches) and MP3 players should not be used on Academy equipment.
  - Use of personal mobile digital equipment for bullying will be investigated and dealt with in accordance with the Academy bullying policy.
- Staff must not give out their personal mobile phone numbers to you.
- Staff may ask you for your mobile phone number during an Academy trip or other event. You do not have to give it if you do not wish to. If you do give your mobile phone number to a member of staff, the record of your number will be destroyed after the trip or event.

#### Licences

- All Software, Music, Images, Videos MUST have a licence that covers use in the Academy.
- A copy of this must be given to Network Manager.

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- No iTunes or other music, files, images can be attached to the Academy network at any time unless a licence can be produced.



**Monitoring**

- The Academy reserves the right to monitor electronically all activity on its network and any device attached to it. This includes computers, laptops, flash drives, MP3s etc whether they belong to the Academy or not.
- This can be visually or via software and will be used as evidence IF required in any disciplinary procedures that may come from misuse.

Please read this document carefully. If you violate these provisions you may be subject to disciplinary action.

Signed: ..... Student

Name: .....

Date: .....

Signed: ..... Parent

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Internet Acceptable Usage Policy - Student

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The purpose of this policy is to ensure that users of the All Saints Academy Dunstable (ASAD) network understand the way in which the Internet is to be used. The policy aims to ensure that the Internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk. Users should read this policy alongside the IT Acceptable Use Policy.

#### Policy statement

ASAD encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. It should not compromise ASAD's information and computer systems nor have the potential to damage ASAD's reputation.

Please read this policy carefully as you will be deemed to be aware of its contents.

#### Use of Internet facilities

ASAD expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this document, Internet usage means any connection to the Internet via Web browsing, external email or news groups.

#### Users shall not:

Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- any other information which may be offensive to other members of the Academy community.

If inappropriate material is accessed accidentally, you should immediately report this to your teacher so that this can be taken into account in monitoring.

Incidents which appear to involve deliberate access to Websites, newsgroups and online groups that contain the following illegal material will be reported to the police:

- images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
- adult material that potentially breaches the Obscene Publications Act in the UK
- criminally racist material in the UK.

If you accidentally access illegal material, you should immediately tell a teacher. Do not touch the computer.

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Users shall not:

- Use the ASAD facilities for running a private business
- Enter into any personal transaction that involves ASAD or the Local Authority in any way
- Visit sites that might be defamatory or incur liability on the part of ASAD or the Local Authority or adversely impact on the image of ASAD
- Upload, download, or otherwise transmit (make, produce or distribute) software or any copyrighted materials belonging to third parties outside of ASAD, or to ASAD itself
- Reveal or publicise confidential or proprietary information, which includes but is not limited to:
  - financial information
  - personal information
  - databases and the information contained therein
  - computer/network access codes
  - business relationships
- Intentionally interfere with the normal operation of the Internet connection, including the spreading of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion such as playing network games) that substantially hinders others in their use of the Internet
- Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate

#### Monitoring

ASAD will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by ASAD will be reported to the Network Manager and/or other relevant person.

Please read this document carefully. If you violate these provisions you may be subject to disciplinary action. Additional action may be taken by the Academy.

Name: .....

Date: .....

Signed: ..... Student

Name: .....

Date: .....

Signed: ..... Parent

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