

8 January 2018



Dear Parents, Carers and Students

re ICT Acceptable Use Policy and Agreement

This week, all students will be given a copy of our new ICT Acceptable Use Policy and Agreement. A copy is attached and has been emailed to all families for whom we have email contact details.

The policy will be distributed and discussed during a tutor session to ensure that every student fully understands it. Students will then sign the Acceptable Use Policy Agreement and bring the document home for the parent/carer section to be completed by an adult with parental responsibility.

The document will need to be completed and returned to tutors **by Monday 15 January** in order for full access to the college computer network and systems to continue. Please do not detach the signed section from the document.

We trust that you will agree that this policy is sensible in a time where access to and the use of ICT both within and outside of college is ever increasing. We look forward to receiving the completed agreements soon.

Yours sincerely



The Spires College

Student ICT Acceptable Use Policy and Agreement



Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone and can stimulate discussion, promote creativity and expand awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This policy is intended to ensure that:

- ▲ Students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- ▲ College systems and users are protected from accidental or deliberate misuse which could put the security of the systems and users at risk.
- ▲ Students will have good access to digital technologies to enhance their learning and will be responsible users.

Acceptable Use Policy

Students must use school systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

For the personal safety of students:

- ▲ The college will monitor use of systems, devices and digital communications.
- ▲ Students must keep their username and password safe and secure. These must not be shared, written down or stored where it is possible that someone may learn it.
- ▲ Students must not try to use any other person's username and password.
- ▲ Students must not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.).
- ▲ The College strongly advises that students should not arrange to meet anyone they have 'met' on-line. If a student does have a good reason to arrange to meet a person that they have communicated with on-line, this must happen in a public place and in the presence of an appropriate adult, such as a parent or carer.
- ▲ Students must immediately report any unpleasant or inappropriate material, messages or anything that makes them feel uncomfortable that they see on-line.

Everyone has equal rights to use technology as a resource:

- ▲ Students must understand that the school systems and devices are primarily intended for educational use and not use them for personal or recreational use unless they have permission to do so.
- ▲ Students must not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work without express permission from the ICT Network Manager.
- ▲ Students must not use the college systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

Students must act as they expect others to act toward them and must:

- ▲ Respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ▲ Be polite and responsible when communicating with others; not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- ▲ Not take or distribute images of anyone without their permission.

The college has a responsibility to maintain the security and integrity of the technology it offers and to ensure the smooth running of the college systems. To assist this, students must:

- ▲ Only use their own personal devices (mobile phones / USB devices, etc.) in college with express permission and will follow the rules set out in this policy, in the same way as when using college equipment.
- ▲ Not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- ▲ Immediately report any damage or faults involving equipment or software, however this may have happened.
- ▲ Not open any hyperlinks in emails or any attachments to emails unless the person / organisation who sent the email is known and trusted, or if the student has any concerns about the validity of the email, due to the risk of the attachment containing viruses or other harmful programmes.
- ▲ Not install or attempt to install or store programmes of any type on any college device, nor try to alter computer settings.
- ▲ Only use social media with express permission to do so.

When using the internet for research or recreation, students must:

- ▲ Ensure that they have permission to use the original work of others in their own work
- ▲ Not try to download copies (including music and videos), where work is protected by copyright.
- ▲ Check that information accessed on the internet is accurate, and understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

Students are responsible for their own actions, both in and out of college:

- ▲ The college has the right to take action against a student involved in incidents of inappropriate behaviour covered in this policy, whether they happen in or out of college. For example, cyber-bullying, use of images or personal information (this is not an exhaustive list).
- ▲ If a student does not comply with this Acceptable Use Policy, they will be subject to disciplinary action. This may include loss of access to the college network / internet, detentions, contact with parents/carers, exclusion, and in the event of illegal activities involvement of the police.

Google Apps for Education

The college uses Google Apps for Education and the responsibilities detailed in the Acceptable Use Policy apply when using these services:

- ▲ **Mail** - an individual email account for college use managed by the college.
- ▲ **Calendar** - an individual calendar providing the ability to organise schedules, daily activities, and assignments.
- ▲ **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- ▲ **Sites** - an individual and collaborative website creation tool.

Using these tools, students collaboratively create, edit and share files and websites for college related projects and communicate via email with other students and members of staff. These services are entirely online and available at any time from any internet-connected computer. The college believes that use of the tools significantly adds to our students' educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account.

Student Acceptable Use Policy Agreement and Google Apps for Education Consent

In order to have access to the college systems, students must complete this agreement, detach this section from the main document and return it to the college reception office.

I have read, understood and agree to the college Acceptable Use Policy.

Student Full Name	Student Signature	Date	Tutor Group
«forename» «surname»			«group»

I agree to my child using Google Apps for Education.

Parent/Carer Full Name	Parent/Carer Signature	Date

Adopted:	November 2017	Review Due:	October 2020
Reviewed: Amended:			