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ICT Acceptable Use Policy for Students

Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
18.06.24	Senior Leadership Team	June 2025	Annually

Senior Leadership Team Approval

Signed	Title
	Headteacher

Document Control

Date	Version	Author	Notes
10/03/2018	3.00	P Leake	Policy update
06/06/2018	3.10	P Leake	Amended references to Data Protection Act 1998, replaced with Data Protection Act 2018
11/08/2018	3.20	P Leake	Replaced header as badge/phone numbers have changed
02/02/2020	3.30	P Leake	Amended policy adoption section to SLT Approval Added section 1 – policy statement
02/10/2020	3.40	P Leake	Amended header to amended headteacher name Added section 4.4 on remote learning/MS Teams
24/02/2022	3.41	P Leake	Policy review – no changes made
10/03/2023	3.50	P Leake	Amended section 3.2 – internet log storage length changed to six months. Amended section 3.3 - guidance on email attachment size
01/05/2024	3.60	P Leake	Amended section 2.2 – removed references to Home Access Plus and VLE Removed section 4.3 on Home Access Plus and VLE

Contents

Introduction

The Barking Abbey ICT Acceptable Use Policy is about ensuring that you, as a student at the school can use the internet, email and other technologies available at the school in a safe and secure way. The policy also extends to other school facilities such as printers and consumables; Internet and email; virtual learning environments 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**.

Barking Abbey School recognises the importance of ICT in education and the needs of students to access the computing facilities available within the School. The School 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 Barking Abbey School requires all students to sign a copy of the Acceptable Usage Policy before they receive their username and password.

Listed below are the terms of this agreement. All students at Barking Abbey School 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 School.

Please read this document carefully and sign the agreement form provided to indicate your acceptance of the Policy. Access to the School's ICT facilities will only take place once this document has been signed by **BOTH** the **student** and **parent/guardian**.

1 Policy Statement

- Barking Abbey School reserves the right to amend this policy at any time, without notice
- This policy replaces and supersedes all previous versions.
- A copy of this document can be found under the Policies section of the school website.
- When printed this document should be considered uncontrolled.

2 Equipment

2.1 Vandalism

Vandalism is defined as any action that harms or damages any equipment or data that is part of the School'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 removal of software.
- Unauthorised configuration changes.
- Create or upload computer viruses.
- Deliberate deletion of files.

Such actions reduce the availability and reliability of computer equipment; and puts users' data at risk. 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 within the school. Parents/carers will be billed for any vandalised equipment.

2.2 Use of Removable Storage Media

Removable media use is currently banned throughout Barking Abbey School. Restrictions may be relaxed only whether there is a specific subject need to use these devices e.g. Photography and Art. We encourage students to use Office 365 to transfer work between home and school.

2.3 Printers and Consumables

Printers are provided across the school for use by students. You must 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.

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 School which includes the following:

- A warning.
- Email and/or Internet facilities removed.
- Letter home to parents.
- Loss of access to the print facilities available within the School.
- Report to the School Governors.
- Report to appropriate external agencies like the Police.

2.3.1 Printer Accounting

A print monitoring and accounting system is in operation across the school. This facility is used to monitor student use. Where students are unable to act responsibly when using the printing services, their use of these facilities will be removed.

2.4 Data Security and Retention

All data stored on the Barking Abbey School network is backed up daily and backups are stored for up to three weeks. If you should accidentally delete a files or files in your folder or shared area, please inform the ICT department immediately so that it can be recovered. Generally, it is not possible to recover files that were deleted more than 21 days previously.

3 Internet and Email

3.1 Content Filtering

Through our Internet service provider and on-site filtering system, Barking Abbey School provides internet filtering, designed to remove controversial, offensive or illegal content.

Due to the vast amount of data and types of data available on the internet it is impossible to guarantee that all inappropriate material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to your teacher, or a member of the ICT Support department **immediately**.

The use of Internet, email and other electronic systems is a privilege and inappropriate use will result in that privilege being withdrawn.

3.2 Acceptable use of the Internet

All Internet access is logged and actively monitored. Logs are stored for six months and usage reports can and will be provided to any member of staff upon request.

Use of the Internet should be in accordance with the following guidelines:

- Only access suitable material – the Internet is not being 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.
- Never give or enter your personal information on a website, especially your home address, your mobile number or passwords.
- 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 School's ICT facilities.
- Do not use the Internet to order goods or services from on-line, e-commerce or auction sites.
- Do not subscribe to any newsletter, catalogue or other form of correspondence via the Internet.
- 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.

3.3 Email

You will be provided with an email address by the School, and the expectation is that you will use this facility for legitimate educational and research activity.

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 is not allowed.

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 School 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.
- Consider the file size of an attachment, files exceeding five megabytes in size are generally considered to be excessively large and you should consider using other methods to transfer such files e.g. use OneDrive to share files instead.

- 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 School network.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate nature, always report such messages to a member of ICT Support.
- Student email can be monitored if there is any reason to believe it is being used inappropriately.

4 External Services

Barking Abbey School provides several services that are accessible externally, using any computer with an Internet connection. You should use this facility only for educational activities only and in accordance with the following guidelines.

4.1 Office 365 and Webmail

Office 365 is a powerful online version of Microsoft's popular Office suite of applications. It gives students access to online cloud storage, and access to the applications in Microsoft Office from home on computers, tablets and phones. Webmail is part of Office 365 and provides remote access to your email account from home or anywhere with an Internet connection.

These services are managed by the school and subject to the following guidelines. Use of the facility is closely and actively monitored, and any abuse or misuse will result in the facility being withdrawn and/or other disciplinary action being taken against you.

- Office 365 access is provided for use of Barking Abbey School staff and students only. Access by any other person is not allowed.
- Never reveal your password to anyone.
- Online storage is to be used to store schoolwork related files only. Any other use is strictly prohibited.
- Remember to treat file attachments with caution. File attachments may contain viruses that may cause loss of data or damage to the computer from which you are working. Do not download or open file attachments unless you are certain of both their content and origin. Barking Abbey School accepts no responsibility for damage caused to any external equipment or software, as a result, of using the Office 365/Webmail service.

4.2 Subject specific websites

Periodically Barking Abbey School provides remote access to files and resources stored away from the School network, via the Internet. These services are provided to students to enable them to remotely access electronic lesson resources.

The use of these resources is subject to the following guidelines. Use of the facility is closely and actively monitored, and any abuse or misuse will result in the facility being withdrawn and/or other disciplinary action being taken against you.

- Subject specific websites are provided for use of Barking Abbey School staff and students only. Access by any other person is not allowed.
- Never reveal passwords to anyone.

4.3 Remote Learning and Microsoft Teams

The school uses Microsoft Teams to deliver Live lessons and remote interactive learning. Students are required to adhere to the following rules and guidance regarding use of Teams.

4.3.1 MS Teams General Rules

- Microsoft Teams is provided for use of Barking Abbey School staff and students only. **Access by any other party is strictly prohibited.**
- There is an expectation that students will engage in online collaborative work when requested by their teacher.
- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).

- Pupils are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the Barking Abbey Teams Account.
- Pupils should think carefully about what is acceptable language with regards to what they type and post.

4.3.2 Expectations when taking part in online live lesson

- Staff will start and end the online live lesson
- Staff will be in control of the webcam and discussion function at all times.
- The live online lesson will be monitored closely at all times
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- Pupils should disable their camera unless instructed to turn it on by a teacher, and should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
- Students will work in a respectful and helpful manner, following instructions carefully.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Students must not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space
- When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up or use the 'end meeting' function to close the lesson for all participants.
- Behaviour when working as part of an online live lesson should be as expected in normal classroom learning:
  - respect for all participants
  - quietly attentive
  - prepared to ask and answer academic questions
  - attempt learning tasks in good faith, whatever the challenge
  - engage respectfully and enthusiastically with others when collaborating

5 Privacy and Data Protection

5.1 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, although you should not exceed 10 characters.
- If you forget your password, inform the ICT Support immediately.
- If you believe that someone else may have discovered your password, then change it immediately and inform a member of the ICT department.
- Change your password at least once every 90 days.

5.2 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 School's ICT facilities, you will be denied access to the systems and be subject to disciplinary action.

5.3 Storage and Safe Transfer of Personal Data

- Barking Abbey School holds information on all students and in doing so, we must follow the requirements or the Data Protection Act 2018. This means that data held about students 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 2018.
- Barking Abbey School will ensure that personal data sent over the internet will be encrypted or otherwise secured.

6 Service

Whilst every effort is made to ensure that the ICT systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred because of system faults, malfunctions or routine maintenance.

These damages include loss of data because of delay, non-deliveries, mis-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 School's ICT system is at your own risk. Barking Abbey School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

7 Mobile Technologies

For reasons of safety and security students should not use their mobile phone or any other technology in a manner that is likely to bring the school into disrepute or risk the welfare of a child or young person.

The development of mobile technology is such that mobile phones and other similar devices connected to mobile networks have enhanced features which include: picture messaging; mobile access to the Internet; entertainment in the form of video streaming and downloadable video clips from films, sporting events, music and games etc.

The capabilities of 3G/4G mobile phones also means that adults working within the school environment may be sent inappropriate images or videos, or be encouraged to send back images or video of themselves using integrated cameras.

In order to reduce the opportunity for those behaviours that could possibly cause upset it is advisable that students limit their use of mobile technologies to necessary communication outside of school hours. In exceptional circumstances students may request permission to use their mobile phone from a member of staff.

Mobile phones should be switched off during the school day unless students have been asked to use their mobile as part of their learning during a lesson. If you are sent inappropriate material e.g. images, videos etc report it immediately to a member of staff within the school.

8 Network monitoring

For reasons of safeguarding and wellbeing Barking Abbey School uses monitoring software across the computer networks. This software checks all computer activity and searches for keywords and phrases that could be used for grooming or other activity that may put children at risk. This software checks all document types that are opened within school.

9 Biometric data

The cashless catering system at the school uses a fingerprint biometric data scanner to allow for identification at the electronic tills. The system does not store the actual image of the finger but creates an encrypted numeric file from the finger image. **This numeric file cannot be used to re-construct a fingerprint.** When a student's leaves the school, their biometric data is automatically deleted as part of the process of data erasure.

Parental consent is required for use of biometric data in the cashless catering system, further information is available in our **Biometric Information Policy**.