
Belfairs Academy



ICT Acceptable Use Policy

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BELFAIRS ACADEMY ICT ACCEPTABLE USE POLICY

1. Network access and use

At Belfairs Academy we provide a range of ICT equipment to access a variety of software, create electronic learning resources, access email and the internet. Users must agree to the academy's definition of acceptable use. Users will be asked to carefully read the information provided below and confirm their adherence to the 'Acceptable Use Policy' when logging on to the school network. Staff should also refer to the 'Data Protection Policy' regarding the use of student information.

The following are not permitted:

- Sending or displaying obscene language, offensive or explicit messages or pictures.
- Intentionally accessing any materials that contain obscene, illegal, hateful or otherwise objectionable material.
- Harassing, insulting or attacking others.
- Modifying academy equipment for use which will violate the guidelines set in this policy.
- Damaging computer hardware, software or wasting limited resources.
- Violating copyright laws.
- Using another student's or staff's username and password or trespassing in their files.
- Disclosing or publicising personal information.
- Using personal mobile devices (mobile phones, laptops, digital cameras etc) to send abusive or nuisance messages, or to capture unauthorised images.
- Employing the network for personal or commercial purposes.

Failure to comply with this policy may result in disciplinary or legal action.

The academy will:

- Provide internet filtering and anti-virus software to all academy devices in order to minimise the risk of exposure to inappropriate material and regularly monitor pupils' ICT usage within the premises.
- Provide students and teachers with information regarding internet safety.
- Regularly monitor and review our infrastructure and internet service provision.
- Provide teachers with software to monitor ICT activity within the classroom.

2. Mobile Phones/Smart Device use

Provided below are the guidelines for acceptable use of mobile phones and mobile devices by students, staff, volunteers, and parents with the intention of protecting the academy community from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with the academy's E-safety policy, Behaviour for Learning Policy and Legra Staff Code of Conduct. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment.

Students

- **Mobile phone and smart devices are banned from the academy.** If a student is found using a mobile or smart device on the academy site, it will be confiscated and must be collected by a parent/carer.
- Belfairs Academy accepts no responsibility for loss, theft or damage of any student mobile phone or mobile/smart device brought into the academy.
- Any student who refuses to hand over a mobile phone when requested will be referred to a member of the senior leadership team and their actions will be treated as a disciplinary matter.
- Cameras/recording devices should not be brought into the academy. Students are forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission.
- Any student caught filming another person (and/or uploading images or video onto the internet) will have the device confiscated. It will be treated as a disciplinary matter and their parents will be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The students' parents will be notified, and the Governing body may be notified, and any third-party agency as required.
- Belfairs Academy reserves the right to confiscate and search where there is reasonable suspicion that it may contain undesirable materials including those that promote pornography, violence or bullying.
- As young adults, Post 16 students are permitted to use mobile phones within the study areas and common room. Under no circumstances should calls be made or received during lessons.

- Communication between parents and students during the school day should only occur through the academy's official communication channels. Parents are expected to contact our reception whilst students wishing to contact home must report to reception or the Aspect 3 admin office. If a student is unwell or needs to go home, they should go to reception where contact will be made with the parents/guardian. Students should not ring home themselves for permission to go home.
- Under no circumstances should mobile phones/smart devices be taken into any external examination. This includes those that are turned off within a bag or coat. Any student who is found in possession of a mobile phone or smart device will be reported to the appropriate examining body. This may result in the students' withdrawal from either that examination or all examinations.

Staff – Personal Mobile/Smart Devices

- Belfairs Academy recognises the value of mobile phones as aiding personal security and emergency communication and, when used sensibly, believe they offer an enhanced level of safety. However, staff must understand that this is entirely at their own risk as the academy accepts no responsibility for loss, theft or damage of any device brought on to academy sites.
- Use of personal devices to contact other members of staff is entirely at the discretion of Belfairs Academy.
- Staff should never take photographs and/or recordings of any students at any time on their personal mobile phones. Photographs can be taken on academy mobile phone devices (see below).
- When staff use their personal devices they are personally responsible to keep their mobile device/s UpToDate with any security update patches. Work-related third-party applications such as Bromcom MIS/ Office 365 applications may only be used on a personal device provided you are using your academy email address and password to log in. **Staff must never use their personal email addresses on these applications to speak to parents or students.**
- Network connectivity and access to network resources (Email, Remote Access, etc) is entirely at the discretion of Belfairs Academy.

Staff – Academy Mobile/Smart Devices

- Mobile phones that have been supplied by Belfairs Academy are considered a device for 'business use' and can be used throughout the day in all locations.
- Staff users of Belfairs Academy mobile devices will keep these devices in their possession at all times. The staff user is responsible for all usage of and access to the device.
- Belfairs Academy provides information regarding parental contact on Bromcom. Numbers stored temporarily must be deleted after use.
- Belfairs Academy reserves the right to confiscate and search where there is reasonable suspicion that an academy device may contain undesirable materials including those that promote pornography, violence or bullying.
- Mobile phones that are provided by Belfairs Academy should use password protection on the phone.
- When using the internet on mobile phones all staff shall adhere to the Section 1 of this policy.
- Academy mobile devices can be used to take photographs of students, academy events and celebrations (See Section 4 – Taking photographs for more information)

Staff – Other Devices

Belfairs Academy recognises that tablet devices can be a valuable teaching and learning tool, and that staff may wish to bring in their own devices for this purpose. The following applies to their use within the site:

- Devices are brought in at the owner's own risk, and support for technical issues is not guaranteed.
- Network connectivity and access to network resources (Email, Remote Access, etc) is entirely at the discretion of Belfairs Academy.
- All devices interacting with the academy network must use password protection where possible. If the device has this function, then it must be utilised to prevent unauthorised access.
- Belfairs Academy reserves the right to remotely revoke their access to email and data that would be accessible using a mobile device.

- All data accessed from the academy network remains the property of academy, and must not be saved, transferred or forwarded outside of the network without the prior permission of SLT.
- Under no circumstance should any student information be saved locally to the device permanently.
- Any photographs taken with the device on site or during school excursions come under the Section 4 of the Acceptable Use Policy.

Parents – Mobile Phone/Smart Devices

Belfairs Academy accepts no responsibility for loss, theft or damage of any device brought on to academy site.

Parents should be aware that filming or photographing at any academy is **not** allowed during school productions. Recording of film/sound or taking photographs is prohibited.

Visitors – Mobile/Smart Devices

Belfairs Academy accepts no responsibility for loss, theft or damage of any device brought on to academy site.

Where wireless internet access is required Belfairs Academy will provide this at their own discretion. Visitors must be aware of the following guidelines before they request internet access.

- All internet activity is filtered and monitored by the academy's network system, not all of your apps or websites you visit may work as they do from your regular network service
- Posting anonymous messages, accessing any chat rooms or social media is not permitted
- Do not attempt to interfere with the operation of the network by attempting to install or distribute illegal software, shareware, freeware or any other data files
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not attempt to access any files or folders on our network, unless they have been specifically authorised and shared with you by a member of staff at the academy.

3. Email use

Each member of staff is provided with an email address and a set amount of storage to assist in the discharge of duties. The email service is provided to allow for fast communication both internally and external to the organisation.

- Staff mailboxes are provided for business purposes only. Staff should not sign up to non-work-related services and newsletters with their staff account.
- All email communication both internally and externally must be professional in content and appearance, following the published style guide (Century Gothic, 10pt)
- Staff are expected to be responsible when sending emails to large distribution groups. Chain emails or emails not directly relating to the running of the organisation are strictly prohibited. In the case of virus warnings, these should only be passed to the helpdesk for analysis.
- Belfairs Academy provides a filtering system that quarantines emails if they are believed to be spam, have questionable attachments or contain excessive swearing. A request can be made to the Helpdesk to release the email, but this may be refused if there is a risk of virus infection.
- Emails between staff members (including attachments) are always considered confidential, and should not be forwarded to external email accounts (including personal email accounts of staff members) without the knowledge of all recipients/SLT

Staff can communicate with students via email providing communications between both parties is strictly limited to school-provided email addresses. Under no circumstances should staff or students use personal accounts to communicate.

Staff must immediately report any inappropriate material received through email.

It is recognised that some members of staff may not wish to disclose their school email address – this is entirely up to the discretion of the staff member, and the academy's parental communication system is provided as an alternative to communicate with parents and students.

Monitoring of emails

If there is a serious concern regarding email communication, a decision undertaken by the Principal may be made to investigate an individual's mailbox. In this case, the mailbox will be accessed under the strict supervision of the Principal and all actions audited.

4. Taking photographs and use of cameras

- All students that enter Belfairs Academy are sent consent forms that must be returned to the Academy if the student is not to appear in any photograph taken by the school or outside agencies.
- Only photojournalists, photographers, and school photograph organisations are allowed to take photographs on site with prior permission from SLT.
- Any photograph taken by outside agencies of staff or students must be taken with consent of those involved. The complete list of students that must NOT appear in photographs can be obtained from Bromcom or reception.
- Photographs that are taken within the academy for enrolment purposes should be saved as image files with a number that corresponds with a number in a separate document containing the names of the students. This does not apply to Post 16 at Belfairs Academy.
- Photographs of students displayed around the academy shall not feature the name of the student. This does not apply to Post 16 at Belfairs Academy.
- Photographs of students owned by Belfairs Academy that are not display items shall be stored in a secure location if in printed format. If the photographs are in electronic format, they will be stored securely accessible by staff using login credentials.
- Photographs of students taken by staff for any academy activity should ensure that the photographs are stored on a secure network location and removed from their devices as soon as possible.
- As an academy with strong Arts departments, the academy accepts that students are using images within their work. Students must seek permission from fellow students or staff before taking photographs with use within their work.

- Photographs must not be taken in any medical room, toilet/wash area, changing rooms throughout the site. All other areas of the academy sites are available for use with permission from relevant staff.
- Photographs used in academy newsletters and/or on academy social media sites should only use first names of students.

Additional Information – volunteers and trainees

At Belfairs Academy we often have volunteers and trainees that require the use of ICT equipment. They will be given the same definition of acceptable use as staff members and be asked to confirm that they have read and agree to all of the above.