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INTRODUCTION

Rose Bridge Academy provides computers for use by students as an important tool for learning. Use of Academy computers by students is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy and direct any questions or concerns to the ICT Manager in the first instance.

All students must obtain parental permission before they can access or use any ICT equipment in the Academy. Parents/guardians should remember that access to all ICT equipment is a privilege and should be treated as such. There are many benefits from using ICT equipment in the form of using the Internet for research or using digital equipment in other curriculum areas.

With the use of new technologies there are sometimes associated risks. At Rose Bridge Academy we will take as many measures as possible to reduce the chance that students will come into contact with any unsolicited material. However parents/guardians should be aware that no measure is 100% effective and students are encouraged to report any unsuitable material to their class teacher/member of ICT Support.

Please note that use of the Rose Bridge Academy network is intended to be as permissive and flexible as possible under current UK legislation and DfE guidelines. This policy is not intended to subjectively limit the ways in which you can use the system but to ensure compliance with the legal responsibilities of the Academy and students, to safeguard the reputation of the Academy and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

COMPUTER SECURITY AND DATA PROTECTION

Rose Bridge Academy will provide students with a user account for accessing the computer system both internally and externally. This account will be tailored to the level of access you require and is for intended user only. As such, you must not disclose your password to anyone. If you do so you will be required to change your password immediately. Password complexity requirements have been put in place to help secure user accounts.

- When leaving a computer unattended, you must ensure you have either logged off your account or locked the computer to prevent anyone using your account in your absence.

PASSWORD POLICY

System passwords must have a minimum password length of 5 characters and must not contain your name.

EXPECTATIONS WHEN USING ICT EQUIPMENT

You **must** at all times you must conduct your computer usage professionally, which includes being polite and using the system in an appropriate, safe, legal and educational manner.

- You **must** respect and not attempt to bypass security or access restrictions in place on the computer system.
- You **must** not intentionally damage, disable or otherwise harm the operation of the computer network and/ or resources.
- You **must** make efforts not to intentionally waste resources. Examples of resource wastage include:
- Excessive storage of unnecessary files on the network storage areas; Storage quotas have been implemented to prevent this.
  Excessive use of printers to produce materials.
- You should avoid eating or drinking around computer equipment.

I understand that the academy's security and Internet filter is there to protect me, and protect the computer network and I will not try to bypass it. If I need access to a blocked website I will ask my teacher.

USE OF THE INTERNET

The internet is a valuable resource tool that is provided to give many educational benefits, support teaching and learning and collaborating with others. Due to the nature of some material on the Internet and the possible misuse of the Internet, a number of precautions have to be taken to help ensure that the system is used responsibly.

Students are provided with supervised access to the internet but the following guidelines must be followed:

- I will only access the Internet for educational purposes or for Academy authorised activities.
- I will not take part in Newsgroups, Chat or any instant messaging which have not been approved by the Academy.
- I will report any unpleasant material or messages sent to me to a member of staff/ICT Support. I understand this report would be confidential and would help protect other students and myself.
- I will not use Academy resources to subscribe to any goods or services nor buy or sell using any internet services.
- I will not take part in any activity which goes against Academy guidelines or Government legislation.
- I will not use any inappropriate language.

- I must not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- I will not harass, insult or attack others through electronic media.
- I will respect the ownership rights of people outside of the Academy as well as staff and students. This includes abiding by copyright and plagiarism laws.

USE OF EMAIL

All students with a computer account are provided with an email address for communication to staff and any authorised external organisations, as outlined by the Academy. Email is considered as a tool to further support teaching and learning and also improve collaboration. The following considerations must be made when communicating by email:

- Email should not contain any bad language, negative references about other students/staff/the academy or any material that could be deemed as threatening or inappropriate.
- Students are encouraged to report any such emails to a member of staff/ICT Support.

USE OF REMOVABLE STORAGE DEVICES

USB memory sticks and other removable storage devices have become increasingly popular because of their small form appearance and large storage capacity. This has made them very convenient devices for carrying files from one place to another. However, this way of storing data has introduced new security risks:

- Loss of information – a memory stick, like a computer, is susceptible to data loss or failure.
- Potential breach of data confidentiality – if the memory stick is lost or stolen.
- Loss of physical device – being so physically small the memory stick can be easily lost.
- Corruption of data - if the memory stick is not removed from a computer properly.
- Malicious content transmission – memory sticks can introduce viruses onto our internal computer network.

As such, Rose Bridge Academy has taken the decision to prohibit the use of any storage devices on the internal Academy network. Instead, Microsoft OneDrive for Business has been issued to all students for data storage. This eliminates the security risks identified above.

REPORTING SYSTEM PROBLEMS

It is the responsibility of the ICT Manager and ICT Support to ensure that the Academy computer system is working at all times and that any faults/problems are resolved as soon as possible. In support of this:

- You should report any problems that need attention to a member of staff or ICT Support.

MONITORING

All Rose Bridge Academy resources, including computers, email and internet are provided solely for educational purposes. At any time and without prior notice, Rose Bridge Academy maintains the right and ability to examine any systems and inspect/review any data recorded in those systems. This may include remote monitoring of an interactive logon session, any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner. This examination helps ensure compliance with internal policies and the other applicable laws. Please note that Rose Bridge Academy is unable to record user passwords.

BREACH OF ACCEPTABLE USE POLICY

If any of the guidelines are broken or abused students will be banned on a temporary or permanent basis from using ICT equipment. Additional disciplinary action may be involved in cases of inappropriate language or behaviour. In extreme circumstances the Police or other agencies may also be involved, if it is deemed necessary. Rose Bridge Academy will inform parents/guardians of any such incidents.

DECLARATION

I have read and understand the Rose Bridge Academy Acceptable Use Policy.
I accept and agree to abide by all the guidelines and policies set out in this document.

Student: (Print Name)	
Signed:	Date

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to use the ICT equipment available at the academy, including the Internet and emails. I understand that students will be held accountable for their own actions.

Parent/Guardian: (Print Name)	
Signed:	Date