



ACCEPTABLE USE POLICY AND AGREEMENT (Student and Parent/ Carer) Nov 2020

This policy is called:	ACCEPTABLE USE POLICY AND AGREEMENT
It applies to:	All students and parents/ carers of students attending Bolder Academy
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ACCEPTABLE USE POLICY AND AGREEMENT

Introduction

This policy is designed to enable acceptable use for students and parents/ carers of students attending Bolder Academy.

The Academy provides a range of ICT resources which are available to students. In order to ensure their safety, it is important that all students and parents/ carers follow the guidelines detailed below.

This policy aims to:

- Promote the professional, ethical, lawful and productive use of the Academy's ICT systems and infrastructure.
- Define and identify unacceptable use of the Academy's ICT systems and external systems.
- Educate users about their data security responsibilities.
- Describe why monitoring of the ICT systems may take place.
- Define and identify unacceptable use of social networking sites and Academy devices.
- Specify the consequences of non-compliance.

This policy applies to students and parents/ carers of students attending Bolder Academy, and all users of the Academy's ICT systems are expected to read and understand this policy. To confirm acceptance of the policy, users will sign an Acceptable Use Agreement which is attached to this policy. Breach of this policy may result in disciplinary action.

The use by students and monitoring by the Academy of its electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the Data Protection Act 2018, together with the Employment Practices Data Protection Code issued by the Information Commissioner. Students and Parents/ Carers are referred to the Academy's Data Protection Policy for further information.

If you are in doubt and require clarification on any part of this document, please speak to Kate Biant (Business Manager).

Provision of ICT Systems

All equipment that constitutes the Academy's ICT systems is the sole property of the Academy.

No personal equipment should be connected to or used with the Academy's ICT systems. Users (students and parents/ carers) must not try to install any software on the ICT systems without permission from Kate Biant (Business Manager). If software is installed without permission, it may

cause extensive damage to the ICT systems and users could be held personally liable for any costs incurred in rectifying the damage.

The Business Manager is responsible for allocating ICT equipment to individuals. Individual laptop/desktop computers or ICT equipment may be removed at any time, without prior warning, for regular maintenance, reallocation or any other operational reason. Maintenance includes, but is not limited to, new software installations, software updates, reconfiguration of settings and computer re-imaging.

Users are not permitted to make any physical alteration, either internally or externally, to the Academy's computer and network hardware.

Network access and security

All users of the ICT systems at the Academy must first be registered. Following registration, a network user account will be created, consisting of a username, password and an e-mail address. All passwords should be complex to ensure data and network security. All user account details are for the exclusive use of the individual to whom they are allocated. Students are responsible for ensuring their password remains confidential and their account is secure. Passwords must be regularly changed.

All users are personally responsible and accountable for all activities carried out under their user account(s). Users must take all reasonable precautions to protect their user account details and must not share them to any other person, except to designated members of the IT DEPARTMENT for the purposes of system support. Users must report any security breach or suspected breach of their network, email or application account credentials to the Business Manager as soon as possible.

Users should only access areas of the Academy's computer systems to which they have authorised access.

When any computer is left unattended, it must either be logged off or locked. Activity that threatens the integrity of the Academy ICT systems, or activity which attacks or corrupts other systems, is forbidden. Users' internet activity must not compromise the security of the data on the Academy ICT systems or cause difficulties for any other users.

Under no circumstances should a student use another student's computer account.

Academy Email

Where email is provided, it is for academic use, with reasonable personal use being permitted. Personal use should be limited to short periods during recognised Academy break times and comply with this acceptable use policy. The Academy's email system can be accessed from both the Academy computers, and via the internet from any computer. Wherever possible, all Academy related communication must be via the Academy email address.

The sending of emails is subject to the following rules:

- Language must not include swear words, or be offensive or abusive.
- Emails or attachments of a pornographic/ sexual, illegal, violent, sexist or racist nature are not permitted.
- Sending of attachments which contain copyright material to which the Academy does not have distribution rights is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email or password protection.
- Emails should never contain student's full names either in the subject line or preferably not in the main body of the text. Initials should be used wherever possible.
- Access to Academy email systems will always take place in accordance to data protection legislation and in line with other appropriate Academy policies e.g. confidentiality.
- Individuals must tell a designated member of staff if they receive offensive communication and this will be recorded in the relevant files/records (such as safeguarding).
- Students will be encouraged to develop an appropriate school life balance when home learning.
- Academy email addresses and other official contact details must not be used for setting up personal social media accounts.
- Where possible emails must not contain personal opinions about other individuals, e.g. staff members, other students or parents.

Internet Access

Internet access is provided for academic use, with reasonable personal use being permitted. Priority must always be given to academic use and comply with this acceptable use policy.

The Academy's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on occasions it may be possible to view a website which is inappropriate. In this case the website must be reported immediately to the Business Manager.

Students must not therefore access from the Academy's system any web page or any files downloaded from the web which could be regarded as illegal, offensive, in bad taste or immoral.

Misuse of the internet may, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct (this list is not exhaustive):

- Accessing pornographic material (that is writings, pictures, films, video clips of a sexually explicit or arousing nature), racist or other inappropriate or unlawful materials;
- transmitting a false and/or defamatory statement about any person or organisation;
- sending, receiving, downloading displaying or disseminating material which is discriminatory, offensive, derogatory or may cause offence and embarrassment or harass others;
- transmitting confidential information about the Academy and any of its staff, students or associated third parties;

- transmitting any other statement which is likely to create any liability (whether criminal or civil, and whether for the employee or for the Academy);
- downloading or disseminating material in breach of copyright;
- engaging in online chat rooms, instant messaging, social networking sites and online gambling;
- forwarding electronic chain letters and other materials;
- accessing, downloading, storing, transmitting or running any material that presents or could present a risk of harm.

Any such action will be treated very seriously and could result in disciplinary action up to and including permanent exclusion.

Where evidence of misuse is found the Academy may undertake a more detailed investigation in accordance with our Behaviour Policy, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or members of management involved in the disciplinary procedure.

If necessary, such information may be handed to the police in connection with a criminal investigation.

File Storage

Students have their own personal area on the network, as well as access to shared network drives. Any Academy related work should be stored on one of these network drives. Personal files are not permitted on the network areas. Files must not be stored on a home computer or removable storage device (removable drives, usb's, memory stick).

Social networking

The Academy has a Social Media Policy which should be read in conjunction with this policy. The key requirements for students are as follows:

- Students and parent/ carers of students at Bolder Academy have a responsibility to protect the reputation of the Academy, staff and students at all times and must treat other members of the Academy community with respect whilst using social networking sites.
- Social networking sites should be used responsibly and users should ensure that their personal reputation and/or the Academy's reputation, nor the reputation of individuals within the Academy are compromised by inappropriate postings.
- Use of social networking sites for Academy communication is not permitted, unless via an officially recognised Academy site and with the permission of the Headteacher.
- Members of staff will notify the Headteacher if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with the Academy.
- No Academy information, communication, documents, videos and/or images should be posted on any personal social networking sites.
- No details or opinions relating to any students or parents/ carers are to be published on any website.
- Users must not knowingly cause annoyance, inconvenience or needless anxiety to others (cyber bullying) via social networking sites.

- No opinions regarding other students or members of staff, which could cause offence, are to be posted.
- No photos or videos, which show students of the Academy who are not directly related to the person posting them, should be uploaded to any site other than the Academy's Website.
- No comment, images or other material may be posted anywhere, by any method that may bring the Academy or, the profession into disrepute.

Monitoring of the ICT Systems

The Academy may exercise its right to monitor the use of its ICT systems. This includes websites accessed, the interception of e-mail and the viewing of data stored, where it believes unauthorised use of the Academy's ICT system is, or may be taking place, or the system is, or may be being used for criminal purposes. Any inappropriate material found will be deleted. Monitoring software is installed to ensure that use of the network is regularly checked by the Academy's IT Department to ensure there are no pastoral or behaviour concerns or issues of a safeguarding or prevent nature.

Other reasons for monitoring the ICT systems include the need to:

- ensure operational effectiveness of the services provided;
- maintain the systems;
- prevent a breach of the law, this policy, or any other Academy policy;
- investigate a suspected breach of the law, this policy, or any other Academy policy.

Failure to Comply with the Policy

Any failure to comply with the policy may result in disciplinary action. Depending upon the severity of the offence, a breach of this policy could be considered gross misconduct leading to permanent exclusion.

Any unauthorised use of the Academy's ICT systems, Cloud-based ICT systems, the internet, e-mail and/or social networking site accounts, which the Headteacher considers may amount to a criminal offence or is unlawful shall, without notice to the user concerned, be reported to the police or other relevant authority.

The Academy reserves the right to audit and/or suspend a user's network, e-mail and/or application account(s) pending an enquiry, without notice to the user concerned.

Appendix 1

Acceptable Use Agreement

To be completed by all students

As an Academy user of the network resources/ equipment I hereby confirm that I have read and understood the Acceptable Use Policy and that I agree to follow the Academy rules (set out within this policy) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in the Academy acceptable use policy. If I am in any doubt I will consult the Headteacher.

I agree to report any misuse of the network to the Headteacher. Moreover, I agree to report any websites that are available on the Academy internet that contain inappropriate material to the Headteacher. I finally agree to ensure that the school device/laptop I have been issued with will be kept secured when not in use and to report any lapses in physical security to the Headteacher.

Specifically, when using Academy devices: -

- I must not use these devices for inappropriate purposes
- I must only access those services I have been given permission to use
- I will not download, use or upload any material which is unsuitable within the Academy setting or that may cause disruption to the Academy network

If I do not comply with the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content could be placed under retrospective investigation or have their usage monitored.

Declaration

I understand that the Academy will monitor communications in order to uphold this policy and to maintain the Academy's network (as set out within this policy).

STUDENT'S FULL NAME	
STUDENT'S SIGNATURE	
DATE	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DATE	

Appendix 2

Student Device Loan Agreement

1. This agreement governs the use and care of devices assigned to the parent's child (the "pupil") by Bolder Academy.

This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

- a. The school is lending the pupil [a laptop/chromebook] ("the device") for the purpose of doing schoolwork from home.
- b. This agreement sets the conditions for taking a Bolder Academy [laptop/chromebook] ("the device") home.

I confirm that I have read the terms and conditions set out in this agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement, I agree to take full responsibility for the loan equipment issued to my child and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and my child are responsible for the equipment at all times whether on the Academy's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Kate Biant (Business Manager), and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the school and the police.

I agree to keep the equipment in good condition and to return it to the Academy on request in the same condition.

Bolder Academy

390 London Road, Isleworth, Middlesex TW7 5AJ

Registered in England and Wales No: 08932893

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I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I have read and understood the Academy's **Acceptable Use Policy** and I agree to follow the Academy rules (set out within this policy) on its use.

I am aware that the school monitors my child's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school could sanction my child in line with the Behaviour Policy, if they engage in any of the above **at any time**.

4. Personal use

I agree that my child will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected using a strong password (ideally a minimum of 8 characters combining upper and lower-case letters, numbers and special characters)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the IT Department on the email ITSupport@bolderacademy.co.uk.

6. Return date

I will return the device in its original condition to Bolder Academy **within 5 days** of being requested to do so.

I will return the equipment to Bolder Academy if my child leaves or no longer attends the school.

7. Consent

For parents collecting the equipment:

By signing this form, I confirm that I have read and agree to the Terms and Conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

Where a signed physical copy isn't possible:

By signing this form, I confirm that I have read and agree to the Terms and Conditions set out above.

Please sign by typing your name and your child's name.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	

Appendix 3

Student Device Loan – Sign OUT Form

To be filled out by Bolder staff member signing out the equipment.

DETAILS OF STUDENT		
NAME		
CLASS		
YEAR GROUP		
ADDRESS		
PARENT'S TELEPHONE NUMBER		
PARENT'S EMAIL		
LOAN DETAILS		
LOAN DATE		
DATE RETURNED		
EQUIPMENT DETAILS		
TYPE	[e.g. laptop/tablet]	
MAKE AND MODEL	[e.g. Acer/HP]	
ASSET NUMBER	[insert number from Bolder asset register]	
EQUIPMENT CONDITION	[outline significant defects/marks and location e.g. large scratch on screen. Take photos and add where necessary]	

ACCESSORY DETAILS	
DESCRIPTION	QUANTITY
Charger Cable	
Carry Case	
SIM Card	

Appendix 4

Student Device Loan – Sign IN Form

To be filled out by Bolder staff member signing the equipment back in.

DETAILS OF STUDENT	
NAME	
CLASS	
YEAR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
EQUIPMENT DETAILS	
TYPE	[e.g. laptop/tablet]
MAKE AND MODEL	[e.g. Acer/HP]
ASSET NUMBER	[insert number from Bolder asset register]
EQUIPMENT CONDITION	[outline significant defects/marks and location e.g. large scratch on screen. Take photos and add where necessary]

ACCESSORY DETAILS		
DESCRIPTION	QUANTITY	
Charger Cable		
Carry Case		
SIM Card		