

BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



ICT ACCEPTABLE USE POLICY

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STUDENTS

Updated: July 2019
Policy duration: 3 years
Committee: PPS

Using Computers at Blue Coat

Computers are provided at Blue Coat School to aid your education. They should not be used for any other purpose.

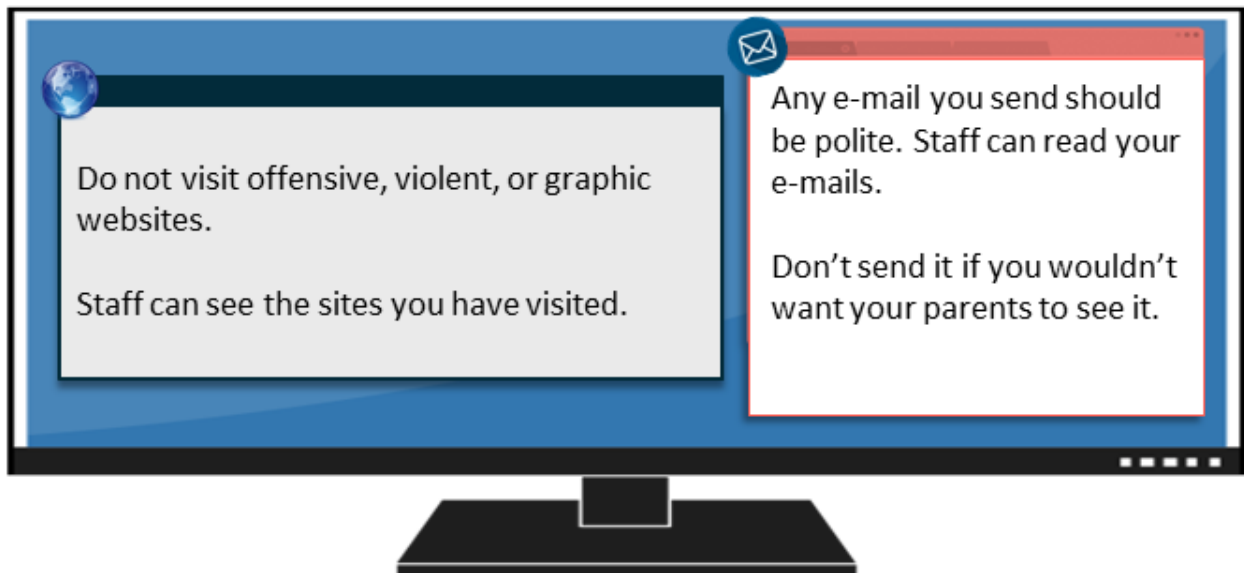


**Home Drive
300 MB**



**OneDrive
1 TB**

Your network storage is only for school work. Staff can look at your files at any time – you will lose your storage if misused.



Don't copy from the internet.

Work must be your own.



No photos in school unless given teacher permission.

If you see something wrong, tell a teacher.

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the SLT Committee who will monitor the outcomes and impact of this policy every 3 years. The evidence base for assessment will be presented as agenda items at the SLT Committee meetings.

ICT is a resource for use within the school for staff and students alike. It is in place to support teaching and learning throughout the curriculum. The systems in place and associated services are bound to strict internal and external guidelines and it is imperative that the network, software and equipment is respected and not abused.

Key facts

- Each student is provided with two storage drives:
 - 300 MB of network storage
 - 1 TB of *OneDrive* cloud storage.
- Each student is provided with a school e-mail address via *Office 365*.
- Staff can, at any time, view the contents of the storage drives or e-mail accounts. Files or e-mails can be opened, copied or deleted at staff discretion.
- The school logs student behaviour on computers including file, browser, and keystroke history.

When using school resources, you are agreeing to the following rules:

Using your area of the network responsibly

- I will only copy files needed for my work into my own area on the network. I will not download any other type of file unless permission has been given by the teacher and I am not breaking copyright laws.
- I will only use my *OneDrive* storage for school work. I understand that storing any other files in the drive will result in access being taken away.
- I will not attempt to gain unauthorised access to areas of the network where I am not allowed. If I do I may face disciplinary or legal consequences under the *Computer Misuse Act*.
- I will not attempt to log on using another person's username and password.
- I will not intentionally cause damage to any computer on site.

Using the internet

- While at school I will only use the Internet for school work. If I want to use the Internet for any other purpose, I will ask permission first.
- I will not visit websites that contain unsuitable material such as violence, swearing, adult humour or pornography of any type. If I am unsure about a site, I will ask my teacher.
- I will not use the internet to listen to music unless requested by my teacher.
- I will report any misuse of the Internet immediately to a member of staff.

Using e-mail safely

- I will not send e-mails that contain personal information about myself.
- I will uphold the school values whenever I send e-mail from my school account, as I am representing the school.
- I will not send e-mails to large groups of students or staff.
- I will not use any language that is abusive, offensive, or threatening in e-mails that I send from my school account.

Plagiarism

- I will not copy content from the internet into my work without clearly referencing it.
- I understand that attempting to use content from the internet in my work may result in disciplinary action, or the rejection of coursework.

Mobile phones and social media

- I will not use my mobile phone to take photos while on site unless given permission by a member of staff.
- I will not upload pictures, video, or sound recorded on site to the internet. I understand that if I do so I will face disciplinary action, and may face legal action.

Failure to comply with this policy may result in access to the network being taken away. Disciplinary action may also be taken, and students may be required to fund replacements for damaged equipment.

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Reviewed by:
Mr Curran/Mrs Henden

July 2019

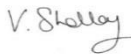
Next Review Date:

September 2020

Approved by Governors:

19 September 2019

Signed:



VICTORIA SHELLEY
Headteacher

Date: 19.09.19

Signed:



LYN JOHNSON
Chair of Governors

Date: 19.09.19