



Inspire Education Trust

Together we achieve, individually we grow

ICT Acceptable Use Policy (Students)

Blue Coat CE Secondary School

Policy Date: November 2022

Review Date: November 2025

Document History

Version	Status	Date	Author	Summary Changes
V1		November 2022	L. Henden	Amended network storage amount from 300mb to 200mb.

Introduction

At Blue Coat Church of England School, our vision is "Living life in all its fullness". We exist to equip our students to 'live life in all its fullness' by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities.

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.

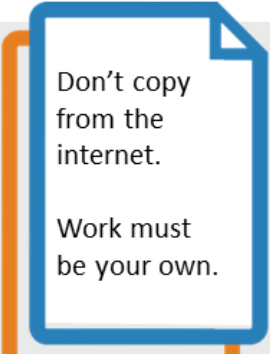

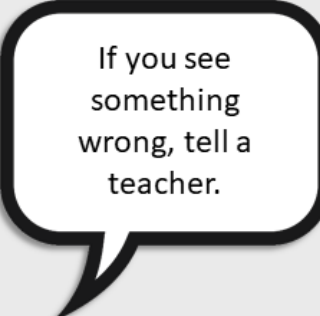
 Home Drive 300 MB	 OneDrive 1 TB
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Your network storage is only for school work. Staff can look at your files at any time – you will lose your storage if misused.



Do not visit offensive, violent, or graphic websites.
Staff can see the sites you have visited.

Any e-mail you send should be polite. Staff can read your e-mails.
Don't send it if you wouldn't want your parents to see it.

 <p>Don't copy from the internet. Work must be your own.</p>	 <p>No photos in school unless given teacher permission.</p>	 <p>If you see something wrong, tell a teacher.</p>
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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 weekly SLT meeting.

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:
 - 200 MB of network storage that is increased periodically
 - 1 TB of *OneDrive* cloud storage.
- Each student is provided with a school e-mail address via *Office 365*.
- ICT 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.

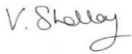
Failure to comply with this policy may result in access to the network being taken away. Disciplinary action may also be taken, and students may be required to fund replacements for damaged equipment.

Reviewed by: Lisa Henden November 2022

Next Review Date: November 2025

Approved by Governors: 22.11.2022

Signed:



Victoria Shelley
Headteacher



Charlotte Marten
Chair of Governors