

# ICT Acceptable Use Policy



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### 1. Statement of intent

Whilst Lokrum Fields promotes the use of technology and understands the positive effects it can have on enhancing students' learning and community engagement, we must also ensure that technology is used appropriately. Any misuse of technology will not be taken lightly and will be reported to the Headteacher in order for any necessary further action to be taken.

This acceptable use policy is designed to outline student responsibilities when using technology, whether this is via personal devices or school devices, or on/off Lokrum Fields premises, and applies to all students.

### 2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. By accepting and maintaining a placement at Lokrum Fields, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the Office Manager.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.

- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.11. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, Pastoral Lead, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.12. All references to parents within our policies should be interpreted to include parent carers.

### **3. Access to ICT facilities**

- 3.1. Students will be provided with an account linked to Lokrum Fields' learning environment which they can access from any school device by using the relevant log in details.
- 3.2. Lokrum Fields will delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching, for cyber bullying or in any other way which we consider to be inappropriate.

### **4. Unacceptable use of ICT**

- 4.1. Lokrum Fields will take appropriate action in accordance with the Behaviour Policy if students engage in any of the following at any time (even if they are not on school premises)
  - 4.1.1. Using ICT or the internet to breach intellectual property rights or copyright.
  - 4.1.2. Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination.

- 4.1.3. Breaching Lokrum Fields policies or procedures
- 4.1.4. Any illegal conduct, or statements which are deemed to be advocating illegal activity.
- 4.1.5. Accessing, creating, storing, linking to, or sending material that is pornographic, offensive, obscene or otherwise inappropriate.
- 4.1.6. Activity which defames or disparages Lokrum Fields, or risks bringing Lokrum Fields into disrepute.
- 4.1.7. Sharing confidential information about Lokrum Fields, or personal information about other students, or other members of Lokrum Fields community.
- 4.1.8. Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel.
- 4.1.9. Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to Lokrum Fields's ICT facilities.
- 4.1.10. Causing intentional damage to ICT equipment or materials
- 4.1.11. Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation.
- 4.1.12. Using inappropriate or offensive language.

## **5. Safe use of technology**

- 5.1. Lokrum Fields believes that students should enjoy using technology and to become skilled users of online resources and media as we recognise that this is crucial for further education and careers.
- 5.2. Lokrum Fields will support students to develop their skills and make internet access as unrestricted as possible whilst balancing the safety and welfare of students and the security of our systems.
- 5.3. Students will be educated about the importance of safe and responsible use of technology to help them protect themselves and others online.
- 5.4. Lokrum Fields will support students to recognise and avoid online risks and to build their resilience. They will be taught how to behave appropriately when accessing the internet and online facilities and what to do if they encounter offensive, abusive, or upsetting material.
- 5.5. Online safety support will be incorporated into the Lokrum Fields curriculum

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## Appendix 1

### Student ICT Code of Practice

1.	I will use the computers safely at all times.
2.	I understand that I am responsible for my own actions. I am aware that there is E-Safety software at Lokrum Fields which constantly checks computer files and monitors the internet sites I visit.
3.	Every time I use the computer, I will log on using the username and password that Lokrum Fields staff have told me to use (class account or individual account). I will keep the password a secret.
4.	I will make sure that I log off the computer when I am leaving it.
5.	I will not use other student's/teacher's accounts or files. I will respect copyright and not copy anyone's work and call it my own.
6.	If I find an unattended machine logged on under another username, I will log it off immediately and inform a member of staff.
7.	I will only use programs that are already on Lokrum Fields devices. If I need a new program, I will ask a member of staff. I won't try to install it myself.
8.	If I bring in software from home to use on a school device I will only do so with permission from a member of staff.
9.	If I have a problem with the any of the devices, I will tell a member of staff as soon as I have a suitable opportunity so that the problem can be fixed.
10.	To help protect other students and myself, I will immediately tell a member of staff about any unpleasant or inappropriate material or messages on any of the devices or anything that makes me feel uncomfortable when I see it.
11.	I understand that all the devices are here for schoolwork, and I will only play appropriate games on them if I have permission from a member of staff.
12.	I will only take appropriate photographs or videos using school equipment.

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13.	I will not take photographs or videos at Lokrum Fields without permission from a member of staff. I will not share photographs or videos taken on personal equipment and brought into Lokrum Fields with anyone at Lokrum without first checking with a member of staff.
14.	I will only upload photographs or videos onto a school device if a member of staff gives me permission to do so.
15.	I will not copy or attempt to copy photographs or videos from Lokrum Fields onto a USB stick/Blank CD and use them outside of school without permission.
16.	I will not upload or attempt to upload photographs or videos of students or teachers within Lokrum Fields onto the Internet unless given permission by a member of staff when part of an educational lesson.
17.	I will be polite and responsible when sending e-mail and I will not forward any chain letters. All e-mails, except those to my parents, will be checked by a member of staff before being sent.
18.	I will be aware of my personal safety when I am communicating online, and I will not share personal information about myself or others.
19.	I will not access social networks or chat rooms on school devices.
20.	I will not give my full name, my home address or telephone number to anyone on the internet unless it is to enable access to the curriculum. I will also not arrange to meet strangers that I have met on the internet.
21.	I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
22.	During lesson times all personal electronic devices will be kept in my bag or in a location agreed with a member of staff.
23.	I can bring game consoles into Lokrum Fields if a member of staff gives me permission to do so. My games console will be kept in an agreed location at school when I am not using it. I will only use the games console at agreed times and in an agreed location. Staff may monitor my use of the games console and may limit which games I can play while at Lokrum Fields.