

Acceptable Use Policy

Acceptable Use Agreement and permission forms Student & Parent/Carer

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the academy's Internet resources in a safe and effective manner. Internet use and access is considered an academy resource and privilege. Therefore, if the Academy's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP will be imposed.

It is envisaged that the Academy E- safety Committee will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The Academy employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

Internet sessions will always be supervised by a teacher. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The Academy will regularly monitor students' Internet usage. Students and teachers will be provided with training in the area of Internet safety. Uploading and downloading of non-approved software will not be permitted. Virus protection software will be used and updated on a regular basis. The use of personal memory sticks or other digital storage media in the Academy requires a teacher's permission. Students will treat others with respect at all times and will not undertake any actions that may bring the Academy into disrepute.

World Wide Web

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Students will report accidental accessing of inappropriate materials in accordance with the Academy procedures. Students will use the Internet for educational purposes only. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Students will never disclose or publicise personal information. Downloading materials or images not relevant to their studies, is in direct breach of the Academy's acceptable use policy. Students will be aware that any usage, including distributing or receiving information, Academy-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email/Social Networking

Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet. Students will note that sending and receiving email attachments is subject to permission from their teacher. Internet Chat is not permissible. Students will only have access to discussion forums, messaging or other electronic communication that have been approved by the Academy. Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised. Usernames will be used to avoid disclosure of identity. Face-to-face meetings with someone organised via Internet chat will be forbidden.

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Academy Website

The website/twitter will be checked to ensure that there is no content that compromises the safety of students or staff.

The Academy website currently does not offer the following facilities, but should it be necessary the following statement will apply. Website using facilities such as guest books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.

The publication of student work will be coordinated by a teacher and the website developer.

Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

The Academy will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the Academy website without the parental permission. Video clips may be password protected.

Personal Devices

Students using their own technology in the Academy, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the Academy's acceptable use policy.

Support Structures

The Academy will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet/Email/ may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or permanent exclusion. The Academy also reserves the right to report any illegal activities to the appropriate authorities.

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Permission Form

Please review the attached Academy Internet Acceptable Use Policy, sign and return this permission form to your teacher.

Name of student: _____

Tutor Group: _____ College: _____

Student:

I agree to follow the Academy's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the Academy

Student Signature: _____ Date: _____

Parent/Carer

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son /daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the Academy to provide for online safety but the Academy cannot be held responsible if students access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

In relation to the Academy website, I accept that, if the Academy considers it appropriate, my child's work / photo may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the Academy website.

I accept the above paragraph I do not accept the above paragraph

Parent Signed: _____ Date: _____