POLICY	ICT Acceptable Use Student
STATUS/DATE OF THIS VERSION	July 2023
APPROVED BY	Board of Trustees
RATIFIED BY	Board of Trustees – June 2023
REVIEW	July 2024

This policy is operated by all the schools in Unity Education Trust (as listed below). **There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Pinetree School**
- **The Short Stay School for Norfolk**
- **Churchill Park**
- **Greyfriars Primary**
- **Highgate Infant School**
- **Kings Oak Infant School**
- **Wimbotsham and Stow Primary**
- **Magdalen Primary**
- **St Germans Primary**
- **Great Dunham Primary**

Acceptable Use Policy Agreement (Students)

- You should only log on with the username and password you were given.

- Never let anyone else know your password. Never attempt to log on using someone else's username or send email from someone else's account. Always log off after you have finished. If you find a computer logged in to with someone else's account credentials please log it off.

- You should change your password regularly. If you think someone else knows your password, please inform your teacher.

- An activity that threatens the safety of the school IT systems, or activity that attacks or corrupts other systems, is forbidden. If a virus is detected this must be reported to your teacher. Do not attempt to install or remove software on any workstation or make changes to its configuration. Do not attempt to access data belonging to other students or staff.

Students are responsible for all email sent from their own account and must ensure, at all times, they:

- Use appropriate language.

- Do not send, or encourage others to send, abusive messages.

- Do not use language that could cause hatred against any ethnic, religious or another minority group.

- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.

- Do not take unauthorised photographs or video of other students or staff. Do not share such images without the express permission of all involved.

- Do not attempt to access inappropriate websites such those promoting violence, racist views or pornographic websites. You should inform your teacher if you are able to access such sites from within the school.

- Copyright of materials must be respected. Do not save pictures, music or video files unless you have created them yourself. Doing so may break the author's copyright.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

- Posting anonymous messages and forwarding chain letters is forbidden: Pupils will not be allowed access to public, unregulated chat rooms.

- Use of phones, without explicit permission from a member of staff, is forbidden and phones should be kept turned off and in bags at all times.

The school reserves the right to enforce these restrictions by monitoring all email and computer use. Any monitoring carried out is for the purposes of safeguarding and security. Files stored on the school's systems will be checked regularly and deleted without warning if deemed unsuitable or a risk to the security of the school's network and IT services.

Student Consent - Internet Access Form

I have read and agree to respect the ICT Acceptable Use Policy (Student).

I understand that breaching Acceptable Use rules will result in the suspension or permanent withdrawal of my right to make use of the e-mail and/or internet facilities provided by the School.

Name:	
Tutor Group/ Class:	
Signed:	
Date:	

Parent Consent - Internet Access Form

Dear Parent/Carer Your son or daughter now has the opportunity to have an e-mail address and access to the internet.

Please read the School's Acceptable Use Policy (Student) carefully and confirm that you have done so by signing this letter.

Return the signed letter to the School. I have read the Acceptable Use Policy (Student) and grant/do not grant* permission for my child to be given access to the internet and e-mail at School.

*delete as applicable

Name:	
Tutor Group/ Class:	
Parent Name:	
Signed:	
Date:	