

## BOA Acceptable use policy – ICT and Internet

### Pupils and Parents

BOA Academy promotes the use of technology in school as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our academy IT network is robust and resilient and we do our utmost to ensure the safety of students when using it. It is important that pupils abide by the academy rules when using technology in the academy and inform a member of staff immediately, if they become aware of any misuse.

This is the Acceptable Use Policy (AUP) for BOA. It highlights the do's/don'ts of using all technology in the academy and shows how we want pupils to behave when using ICT. Any misuse will result in pupils being temporarily banned from using the academy network. In addition, the AUP covers the following legislation:

- Malicious Communications Act
- 1988 Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms.

### For Pupils:

#### Using Technology at BOA

- I will only use the academy Internet, IT facilities and mobile technologies for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, using software apps, social media, Internet, file-saving and printing.
- I will only use my mobile phone, mobile device or smartwatch in the academy when permission has been granted by a teacher. If permission is granted, I will use my mobile device in line with how I would use other technology in the academy.
- I will not look at or delete or amend other people's work or files.
- I will treat all IT equipment at the academy with respect and ensure the computer or mobile device is left in the state that I found it.

#### Security, Passwords & Copyright

- I will not install software on the academy IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher or technician to install software if required.
- I will only install software apps on mobile devices when directed to by a teacher. I will only use school-related information when registering for an app.
- I will not share my network, internet or any other school-related passwords.
- I will change my passwords when asked to and ensure that they have complexity e.g. Capital, lower case letters, numbers and symbols.
- I will only use my school-supplied email address for school-related activities.
- I will respect copyright when making use of images, videos or other media in my school work. I will use and attribute 'Creative Commons' material as taught in ICT/e-safety lessons.
- I will follow the academy procedures when using removable media e.g. flash drives to ensure that I don't infect any machines.
- I will not look for ways to bypass the academy filtering, monitoring or proxy service.
- I will not bypass the academy filtering, monitoring or proxy service.

**Online Behaviour & Safety**

- I will make sure all my contact with other people at BOA is responsible. I will not cyber bully pupils, teachers or other members of staff.
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the academy, both in school-time and outside school-time.
- I won't look for or look at unpleasant, unsuitable or extremist websites in the academy. I will check with a teacher if I think a website might be unsuitable.
- I won't give out my personal details, such as my name, address, school or phone number on the Internet.
- I won't meet people I've met on the Internet unless I have told my parents and they come with me.
- I won't upload or download any pictures, writing or films which might upset people online.
- I won't write unpleasant, rude or untrue comments online about pupils, teachers or other staff employed by the academy.
- I won't share inappropriate images or videos of other pupils on the academy network or personal devices.
- I am aware that everything I do on the computers at BOA is monitored and logged, and that the academy can talk to my parents if a teacher is concerned about my online safety or my behaviour when using academy computers.
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on academy IT equipment I will inform a teacher immediately.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.
- I will complete the e-safety training module(s) as directed by my tutor.

**For parents:**

- I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at academy.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the academy, employees of the academy and other students at the academy.
- Images of pupils will only be taken, stored and used for academy purposes in line with academy policy. Images will only be used on the Internet or in the media with permission.

**Signed - Pupil:** .....

**Pupil name:** .....

**Signed - Parent/Guardian:** .....

**Date:**.....