



Acceptable Computer Use and Internet Policy - March 2021

EBN Trust

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1) Acceptable Computer Use and Internet Policy Statement

All academies within the EBN Trust have provided a large number of computers for use by students, both in lessons and out of hours. The computers are provided and maintained for the benefit of all. Students are encouraged to use and enjoy these resources and we wish to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm student's education. All academies within the EBN Trust expect all students to adhere to this policy for acceptable use of the equipment to maintain a positive learning environment.

2) Computer Policy

We expect all students to

1. Not install or attempt to install programs of any type on a machine, or store programs on the computers without permission.
2. Not download or upload files such as music or graphic onto the network unless given permission by staff.
3. Not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
4. Not use the network for commercial purpose e.g. the buying and selling of goods or the creation of materials for private sale.
5. Not disclose their passwords to others or use passwords intended for the use of others.
6. Make use of the network in a way that does not harm, harass, offend or insult others.
7. Respect and not attempt to bypass security in place on the computer systems.
8. Remember that accessing, copying, removing or otherwise altering other people's work, or attempting to alter the settings of computers is not acceptable use of the equipment.
9. Respect the environment of the computer room by using computers in a manner that is acceptable to staff and management within the school.

3) Internet Policy

1. If the objectives of the lesson ask students to access the internet, then we expect that access will only be to the sites that the teacher has indicated.
2. We expect students to remain on task and not access the internet at all if it is not within the objectives of the lesson.
3. We expect all students not to use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene, pornographic or abusive.
4. Our expectations are that all students will respect the work and ownership rights of people outside the academy as well as students and staff. This includes abiding by copyright laws.
5. All students should not use chat rooms. They can be dangerous and their use takes up valuable recourse which could be used by others to benefit their studies and can lead to unwelcome material being brought into the school.
6. Students should not give personal information such as their address, e-mail, telephone number to those who they contact via any electronic communication.
7. EBN expect all students to be safe whilst using the internet and will ensure that all students understand how to remain safe whilst using the internet including social media.

4) Sanctions

1. All computers and users can be monitored as will user areas. Any violation of any of these policies and expectations will result in consequences following the Behaviour Policy.
2. The school, in line with existing practice regarding inappropriate behaviour, will take additional action if it is deemed appropriate. Where appropriate, police may be involved or other legal action taken.
3. Students should be aware that computer hacking and virus creation is a criminal offence.

Signed Chair of the Governing Body: _____ **Date:** _____

5) Appendix 1:

Acceptable Computer and Internet Use Student/Parent Agreement

The following information is discussed with parent and students at their integration meeting. Parents and students sign to say they understand the policy and rules around safe computer and internet use.

Internet Permission Letter Internet Access for Pupils

Dear Parent / Carer,

As part of the Academy's ICT programme, we offer pupils supervised access to the Internet. Before the school can allow pupils to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Various projects have proven the educational benefits of Internet access, which will enable pupils to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised in our school, families will wish to be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

I enclose a copy of the Rules for Responsible Internet Use that we operate at this school. We also have a number of leaflets from national bodies that explain issues further and also cover Internet use at home. If you would like copies of these, please contact the school.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation), please telephone me to arrange an appointment.

If you decide to support your child's application for access to the Internet, please complete the enclosed form and return it to me by the end of term.

Yours sincerely,



Mr Matthew Baldwin
Executive Head Teacher
Internet Permission Form

Please complete and return this form to the Business Manager.

PUPIL(S)

As a school user of the Internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the school.

Pupil's Name _____

Pupil's signature _____

Date: ___/___/_____

Parent / Carer,

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent / Carer's signature _____

Date: ___/___/_____

Pupil's name: _____

Form/class: _____

Home Telephone: _____

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by Students -

- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software into school without permission.
- I will only print work relating to my school studies and I will ask permission if I need to print many pages.
- I will take the required precautions to prevent the spread of computer viruses to the school network.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will respect copyright and not claim other people's work as my own.
- I will not attempt to access unsuitable material.
- I understand that the school may check my computer files, Internet sites I visit, and monitor my usage of ICT.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.
- I understand that my proper use of ICT/Internet/Email will have many advantages in helping me to be an independent learner.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

6) Appendix 2:

COVID-19 Remote Learning.

Equipment Loan Agreement

1. This agreement is between:

1) EBN Academy

2)

And governs the use and care of devices assigned to the parent's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a laptop ("the equipment") for the purpose of Online Lessons.

2. This agreement sets the conditions for taking a EBN Academy Laptop ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Leighton Thomas or Stephen Taylor, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

If I need help doing any of the above, I will contact EBN Academy IT Support on the email Onlinesupport@ebnfs.org.

6. Return date

I will return the device in its original condition to EBN Academy within 14 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

Device Details

Make

Model

Serial Number

Or, if you cannot get a signed physical copy, insert:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Please sign by typing your name and your child's name.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	