The South Wolds Academy & Sixth Form

ICT Acceptable Use Policy (AUP)

The South Wolds Academy & Sixth Form provides ICT resources for students to use, including computers, specialist software, access to the internet, shared group resources, school email and printing. Students also have access to school resources and homework externally via Microsoft 365 and Show My Homework. These are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these responsibly and help to ensure they remain available to all.

Equipment and School Network

- Do not install, uninstall, download, upload or alter any school software.
- Memory sticks may only be used with permission from a member of staff.
- Do not damage, disable or harm the operation of computers or intentionally waste resources.
- Computers and all associated hardware, cables, keyboards, mice, monitors, printers etc. should be left in full working order (as you found them) and any malfunctions reported to a member of staff immediately.
- Eating, drinking or chewing gum is not allowed in any ICT area.

Security and Privacy

- Always keep your password confidential; never use someone else's login name or password and do not allow anyone else to use yours under any circumstances.
- Use of AI (Artificial Intelligence) is seen as a tool for education purposes only. Misuse of AI will be classed as breaching this acceptable use policy.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers. Do not attempt to bypass, alter or in any way access areas of the system which are restricted.
- If you suspect your account security has been compromised in any way, you should report it to a member of staff immediately.

Online

- You should only access the internet in school for authorised & supervised activities, using the school software.
- Your teacher will supply guidance on the type of websites to use, if in doubt ask first.
- These activities should not be undertaken unless asked to do so by a member of staff as a learning tool: gaming, surveys, quizzes, social networking, financial transactions, external emails, music, TV, movies, news, sport, weather, maps, videos, images, animations, jokes, travel, fashion, shopping, products, celebrity, gossip, wiki's, blogs, chat, forums, tickets, shows, events, concerts, timetables, prices, venues, holidays.
- Do not use the internet to obtain, download, send, print or display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or deemed in any way inappropriate.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws, if in doubt ask first.

School Email

- Be polite and appropriate in all email exchanges.
- Only use the school e-mail system for school purposes.
- Do not use or access your own private email accounts in school.
- Do not open email attachments that have been sent from outside school.

Monitoring

- Every key you type and every program you run is recorded and logged (down to left and right mouse clicks). These logs are monitored and can be retrieved and checked when someone has not followed the rules in this policy
- Your computers and screens can be continually monitored and recorded by your teachers, senior members of staff and the technicians from anywhere in the school and random checks are regularly made.
- Facebook, Twitter and many other Social Networking sites may provide information from students' accounts on request if they are involved in any serious unacceptable online activities such as bullying, harassment, hate crimes. This applies even if it happens outside school time. Don't post anything you would not be happy for the school to read.
- If you need to use a school device to take photos or record videos for school activities, you may only do so with permission from a member of staff. Any images stored on the device must be deleted by the end of the lesson. If an image needs to be saved for specific curriculum purposes at the instruction of your teacher, this should be saved as they direct you. Images must not be saved in personal accounts or shared with anyone else. Students and staff have the right to withdraw permission for their image to be stored at any time.

Confirmation you have read and fully understood this entire ICT AUP (Acceptable Use Policy)

Access to ICT facilities is a privilege, not a right. Any student breaking the rules of this AUP will face action under the school's behaviour policy.

I have read and fully understand this AUP and agree to follow its rules:

Student Name: _____

Signature: _____

Date: _____