

# Nunthorpe Academy Computer Acceptable Use Policy (AUP) -Students

## Disclaimer

The computer systems are owned by the Academy and are made available to staff, students and community learners to support and enhance education. It follows then that their use including the internet and email must be primarily concerned with all users pursuing their professional or study roles. The purpose of this agreement is to protect the integrity of the system and all of its users. Nunthorpe Academy will endeavour, where possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way. All users are reminded that the Academy network is monitored and individual usage can be traced.

Anyone who fails to comply or who acts in a way which is deemed inappropriate or irresponsible, may lose access rights to the Academy computers and/or will face sanctions in line with the Behaviour Policy. In the case of students, parents/careers may be informed of unacceptable use of ICT equipment including use of search engines. In exceptional circumstances, where there are responsible grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

**Anyone who uses the Academy computer system must read this agreement carefully. Please sign both copies, keep one copy for yourself and return the second copy to your Form Tutor**

1. I will only access the Nunthorpe Academy network with the user name and password I have been given. I will agree to keep this information secret.
2. I will only use my academy email address and password when signing up for Academy related resources such as Google Classroom, Mathswatch or Seneca.
3. All computer use and Internet access should be appropriate to the educational environment.
4. I will not access other people's files unless through shared work areas; nor attempt to violate the system or interfere with any user, including mail bombing, spamming, flood emails.
5. Any use of the computers will not involve any activities which would be damaging to the academy or its reputation including unlawful or illegal use.
6. I will only send and receive materials or data, which is polite and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment.
7. I will only use e-mail with staff approval and will not give out personal information online.
8. I will only communicate electronically with staff using approved platforms such as email or ClassCharts.
9. I will report any unpleasant material or messages sent to me or accidentally accessed by me. I understand that my report will be confidential and would help protect everyone.
10. I understand that the Academy does monitor my computer use and will check any data held on the Academy network at any given time, the Academy may also monitor the internet sites I visit and the search criteria I use.
11. I understand that the Academy reserves the right to delete any files that may be held on its computer systems
12. I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material.
13. I will not download anything via the internet that may threaten the Academy's internet systems.
14. If I am issued with a laptop computer or other electronic device, I agree that I will return this to the Academy upon request.
15. I will not install any software through any medium without first discussing it with the ICT Network Manager. This applies to any Academy device (laptop/PC/etc).

16. I will only use removable media i.e. CDs or memory sticks on the Academy site with permission of the ICT Network Manager, I understand the device needs to be scanned by ICT support before being used
17. I understand that personal computer devices such as mobile phones and lap tops will not be connected to the Academy network without permission of the ICT Network Manager
18. I will report any problems with ICT equipment immediately (through the help desk or at the ICT Support office) to the ICT Staff.

I understand that:

- Any use of social networking sites and services while at, or on the Academy campus, is governed by The Nunthorpe AUP.
- All users are reminded of the points above governing appropriate and responsible use of Academy systems, and that the servers log internet usage.
- There may be times where I will be allowed to access the Academy network, wirelessly for curriculum purposes, with their own devices (e.g. laptop/smartphone) this document expressly covers this additional use.
- Any use of my personal mobile device, such as a mobile phone, to capture and collect photographs of any individuals/groups is expressly forbidden without the permission of the individual and that the Academy reserves the right to confiscate devices and/or delete images at its discretion.
- All Internet/email and system access is monitored in accordance with current UK Government guidelines

### **Mobile phone/Multimedia**

Mobile phones, iPod, PDA's and the current range of multimedia devices have the capacity to store, send and receive video footage, photographs and audio tracks. Students should be aware that storing inappropriate or offensive material on a device that is brought into Academy creates the chance that other students may view or listen to them. Where a device is used inappropriately within the Academy, and is confiscated, the Academy reserves the right to view/listen to such material when investigating serious incidents for up to 3 days to give us time to investigate any such offensive material.

Action may then be taken on the content of such material. Students should think very carefully before recording, sending or receiving anything that may cause offence to students, their parents or teachers, or bringing such images into the Academy on their mobile/telephone/multimedia devices.

### **Computer Use Agreement**

I agree to abide by the rules of Computer Use Agreement



Name of Student in full	
Signature	
Date	
I can confirm that my child agrees to abide by the rules of the Computer Use Agreement	
Parent/Carer Signature	
Date	

***Please retain one copy and return the other to your form tutor***

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**This policy will be kept under regular review in light of legal developments and best practice.**

Approved by Head Of School- July 2024

Next Review Date – July 2025

SLT Responsibility – HoS

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