

STUDENT ICT POLICY

The De Lacy Academy – Student ICT Policy

The statements below are the standards that De Lacy Academy expects all students to consider when using ICT equipment on De Lacy Academy premises. The policy is very clear and if any student feels they need any statement clarified, the IT Support Technicians will be happy to explain.

Students should be aware that there will be consequences to their actions through the use of the Positive Discipline structure.

Computer Use:

- During lessons computers must only be used for school work.
- Students must not play games on any computers during lessons.
- Students must only save work in their own area or as directed by a member of staff.
- Students must use their own password and never anyone else's.
- Students must not move computer equipment, unplug cables or remove screws or covers from equipment.
- Students must never load any programs onto any computer, nor attempt to copy any programs from the computers or download music.
- Students must not change, or attempt to change the configuration of any computer.
- With the exception of students working in the Post-16 Common room, students must only use computer when directed by a member of staff.
- Any misuse or damage to computers will result in the loss of access rights.

Internet and Email Use:

- Students must use their own password and never anyone else's.
- Students must not tell any other user their password.
- Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- The use of chat rooms or social networking sites is not allowed.
- Use of internet and email for personal financial gain, gambling, political purposes or advertising is not permitted.
- Possession of certain types of unsuitable material may lead to prosecution by the police.
- Students must only use the e-mail system provided by the Academy. The use of other browser based e-mails is not allowed.
- E-mails should be written carefully and politely. Users are responsible for e-mail they send and for contacts made. The sending of anonymous messages and chain letters is not allowed.
- Students must not create or transmit material which is insulting or likely to cause offence.

- Any form of cyber bullying, harassment or defamation of character through email or the internet within Academy premises will not be tolerated.
- If an e-mail is received with an attachment it must not be opened unless it is known who has sent it; if in doubt check with the IT Support Technicians.
- Any misuse of the internet or e-mail systems will result in the removal of access rights. This includes use of inappropriate language or deformation of character of another person.

Consequences of student's inappropriate actions:

- Students who are found to be violating these rules will be dealt with accordingly and in the first instance could expect to receive a school detention.
- The Academy has the right to block students from the internet or the school network if they deem it necessary.
- More serious infringements may result in isolation or a fixed term exclusion from the school.
- Post-16 students may also have their computer rights withdrawn; they will only be reinstated after parents have been into school and the issue resolved.

The De Lacy Academy may exercise the right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials, without the consent of the student.