

Kings Academy recognises that the use of ICT resources offers educational benefits and can enhance learning and, therefore, the use of ICT is a planned part of the curriculum.

**The main purpose of this document is as follows:**

- to safeguard students
- to provide an awareness of the potential risks of ICT and how best to avoid those risks
- to ensure that the maximum educational potential is gained from ICT
- to ensure that responsible conduct is adhered to when using ICT
- to protect Academy devices, equipment and networks from damage

**For the safety of myself and others:**

- ✓ I will immediately report any unpleasant, inappropriate or offensive material or messages or anything that makes me feel uncomfortable
- ✓ I understand that the Academy will monitor my use of ICT systems, email and other digital communications and may view any material I store on the Academy computers
- ✓ I will not share my password. I will not try to use any other person's username or password
- ✓ I will not attempt to access, copy, change or remove files of other students or staff
- ✓ I will not disclose or share personal information about myself or others when online
- ✓ I will not arrange to meet people offline that I have only communicated with online
- ✓ I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- ✓ I will not take or distribute images of anyone without their permission

**Use of email:**

- ✓ I will remember that emails sent from the Academy reflect the Academy's name
- ✓ I will not send or forward any annoying, inappropriate or unnecessary messages to large numbers of people, e.g. spam. I will not reply to and will delete spam emails
- ✓ I will not use email during lessons unless my teacher gives me permission
- ✓ I will not open attachments from an unknown source. Instead I will inform the IT support office as attachments may contain a virus

**Use of personal mobile devices including mobile phones:**

- ✓ I understand that Kings is a mobile phone free zone with the aim of keeping students safe and avoiding distractions to learning
- ✓ I understand this means that students in Years 9 to 11 will not use a mobile phone or have a mobile phone on view while at the Academy, including at social times
- ✓ I understand that Sixth Form students only may use mobile phones but only in dedicated Sixth Form areas such as the Sixth Form Centre
- ✓ I understand that other personal mobile devices that are not 3G/4G/5G enabled may be used only with permission from a teacher. I understand that, if I do use my own devices in the Academy, I do so at my own risk of loss or damage, and that I will follow the rules set out in this agreement, in the same way as if I was using Academy equipment

**Use of the internet:**

- ✓ I will ensure that when I obtain information from the internet and use it in my own work that it is properly referenced
- ✓ When I am using the internet to find information, I should take care to check that the information that I access is accurate
- ✓ Where work is protected by copyright, I will not try to download copies (including music and videos)
- ✓ I will only use approved music and video streaming services with permission
- ✓ I will not use social networking sites in the Academy
- ✓ I will not make large downloads or uploads that might take up internet capacity

**Use of Academy ICT systems:**

- ✓ I understand that the Academy ICT systems are primarily intended for educational use and that I will not use the systems for personal use unless I have permission to do so
- ✓ I will not use the Academy ICT systems for online gaming, gambling, shopping, file sharing, or video broadcasting
- ✓ I will not eat or drink near computer equipment
- ✓ I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others
- ✓ I will not try to use any programmes or software that might allow me to bypass the filtering/security systems

- ✓ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings
- ✓ I will immediately report any damage or faults however this may have happened
- ✓ I will only use approved chat, blogs and messaging services with permission

**I understand that I am responsible for my actions, both inside and outside of the Academy:**

- ✓ I understand that the Academy has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am outside of school and where they involve my membership of the school community (for example, cyber-bullying)
- ✓ I understand that if I fail to comply with this Acceptable Use of ICT Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy's network / internet, detentions, fixed term exclusions, permanent exclusions and, in the event of illegal activities, the involvement of the police. Parents will be informed if any of the above are actioned

**ONLINE VIRTUAL LEARNING PLATFORMS – (including but not exclusive of Microsoft Teams, Zoom etc)**

**For the safety of myself and others whilst using online virtual platforms:**

- ✓ I understand that my teacher will record any online virtual learning session I attend, in order to safeguard myself and others and as such I will ensure that my computer camera is turned off
- ✓ I understand that my teacher will ask for all microphones to be muted at the beginning. I can contact my teacher to ask questions, or check understanding, through the chat function or can unmute my microphone when asked to by my teacher to communicate
- ✓ I will not share my password. I will not try to use any other person's username or password or attempt to attend an online virtual learning session I am not invited to attend
- ✓ I will not take phone calls, message others, or use other devices that are not requested by the teacher for learning
- ✓ I will not have other browsers or apps open during the online lesson to reduce the risk of irrelevant or inappropriate content being displayed
- ✓ I will not disclose or share personal information about myself or others when online
- ✓ I will ensure that I treat any online virtual platform learning session, whether that be in a subject area or through the pastoral team, as a lesson in school, and will, therefore, ensure that I am appropriately dressed and equipped and will be in an appropriate place for learning within my home
- ✓ I will ensure that when on my online virtual learning session, I follow all the instructions given to me from my teacher
- ✓ I will be polite and responsible when I communicate with others. I will not use strong, aggressive, or inappropriate language during any online virtual learning session/lesson
- ✓ I will not take or distribute images of anyone during any online virtual learning provision

**Parents to ensure that:**

- ✓ Their child is set up, ready to learn and ready to participate in the online virtual lesson, session, or tutorial appropriately
- ✓ They understand online virtual learning session will be recorded to ensure the safeguarding of all participants
- ✓ Their child does not use their camera in order to ensure the safeguarding of all participants
- ✓ Their child is aware and understands the detail of this policy

**The Academy (and its staff) will ensure that:**

- ✓ All online virtual learning will be communicated with students via their school email address, with Firefly acting as a back-up reminder
- ✓ A step-by-step guide on how to access emails and on the use of the online virtual learning platform, will be available on Firefly under the House section and a link will be sent to all students.
- ✓ Staff providing online virtual learning sessions will clearly remind students of the boundaries and ground rules of the online session with the students attending. This will include rules around the use of the camera, mute and chat functions and appropriate language, dress code and behaviour, as well as expectations of the learning aims and goals.
- ✓ The Academy will continue to provide alternative ways to access learning for those students unable to access online virtual platforms including any remote learning through Firefly or paper resources.