

The Cam Academy Trust
IT ACCEPTABLE USE – PUPIL POLICY

Approved in consultation with the Audit & Risk Committee on behalf of the Trust Board.	29 th June 2022
Reviewed without changes:	
Date of next review:	May 2024
Responsible Officer:	Director of IT Strategy
Category – 1	Version – 4

The Cam Academy Trust recognises the essential and important contribution that technology plays in promoting learning and development, both at school and at home. We believe that by fully embracing technology in the education process we can help our Students to:

- Learn powerfully
- Learn for life
- Learn from one another

The Cam Academy Trust seeks to ensure that all members of our community are safe and responsible users of technology. We will support our Students to:

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly, respecting system security and password security
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online, and always know that all Students can talk to a trusted adult if they are unsure or need help.

All Students within our Trust have the opportunity to use a range of IT resources, including internet access, as an essential part of learning. This includes access to:

- iPads, desktop and laptop computers
- The internet, which may include search engines and educational sites
- School learning platforms such as the CATalogue, Teams and Seesaw
- Microsoft 365 which includes desktop applications, email, chat and video conferencing
- Digital cameras, webcams and video cameras

This policy sets out our expectations of Students and how they use and interact with IT systems in our schools.

General Expectations

- Students (and their parents/carers if working remotely) will be expected to take responsibility for the use of all IT related to schoolwork, making sure that the technology is used safely, responsibly and legally.
- Students (and their parents/carers if working remotely) will be expected to take personal responsibility for their own e-safety. Advice and resources can be found on individual school websites.
- Students must not give out any personal details or arrange to meet someone online without the written permission of a parent, carer or teacher.
- Students must report anything that makes them feel uncomfortable or unhappy to a teacher or trusted adult.

- Students must not make or distribute, still images or recordings, video or audio of anyone involved **in any school activities**. This applies regardless of whether permission is given or not by the participant.
- Students must not store any images/video taken of others with their permission i.e., within lessons such as BTEC PE on any personal device. Any image/video taken on a personal device must be uploaded to OneDrive within the Trust Microsoft Office 365 platform and any copies on their own device must be deleted.
- There must be no recording of sound, video or image, in any way.
- Students must use email responsibly and always be polite and respectful.
- For schoolwork Students must only use email or other messaging methods that are provided by the CAM Academy Trust.
- IT systems must not be used for bullying or harassing others or in a way that will bring the school into disrepute.
- Students must not download or install any software or files on the school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- USB drive (memory stick) that are used in school to store or transfer files must have been virus checked first.
- Students must not intentionally gain access to unsuitable or illegal sites, nor try to use any programs that allow them to bypass any filtering/security systems.
- Students must not access any video broadcasting or social media sites unless given permission to do so. Any accidental access to such sites must be reported as soon as possible.
- Students must only access the school computer systems (network, Internet, email, Microsoft 365 and the CATalogue where provided) using their own login and password, which must be kept secret.
- Students must ensure that their work does not break The Copyright, Design and Patents Act. The source of information (words, images etc.) must be acknowledged.
- Students must not use the school IT systems to copy other people's work and pass it off as my own (plagiarism).
- Students must use school IT equipment with care and report any damage which occurs as soon as possible.
- Personal mobile devices (mobile phones / iPads etc.) should only be used in school if permission has been given and follow the school's personal mobile phone policy.
- Students must use network resources responsibly
 - regularly review my files and delete them when no longer needed
 - only store school-related files and images on OneDrive, Teams or any other school approved platform
 - only use the IT equipment for school related work unless I have permission from an appropriate member of staff

Remote Working Expectations

- Students working remotely should continue to follow the expectations contained within the relevant behaviour policies of their school
- Students should only attend online teaching sessions to which they've been directly invited by a member of staff.
- If attending an online teaching session, students must ensure that their video facility is off before entering the session.
- If attending an online teaching session, students must behave appropriately and respect the teacher and other students who may be attending.



- Students will not make or distribute, still images or recordings, video or audio of anyone involved **in any online lesson**. This applies regardless of whether permission is given or not by the participant. There must be no recording of sound, video or image, in any way
- Students may be asked by their school to upload a specific image, video or audio relating directly to their home learning that provides evidence of knowledge and understanding. In some schools this may be required to be agreed by the school and parent.
- Students should only upload images or videos to a specific location as directed by a member of staff.

Students should understand that the school also has the right to take action against them if they are involved in incidents that contravene this policy or other school policies relating to acceptable pupil behaviour, when they are out of school or where they are involved with any member of the school community (examples would be cyber-bullying, use of images or personal information).

Student Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the expectations outlined above in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school IT systems and equipment (both in and out of college)
- I use my own equipment in school (when allowed) e.g., mobile phones, PDAs, cameras etc.
- I use my own equipment out of college in a way that is related to me being a member of this school e.g., remote learning, communicating with other members of the school, accessing Microsoft 365 including email and Teams, the CATalogue, etc.

Name of Student

Signed

Date

