Park Hall Academy
Acceptable Use of ICT Policy

PURPOSE
This policy relates to the school's Internet and broader ICT facilities. The purpose of the policy is to protect children from undesirable materials, to protect them from undesirable contacts over the Internet, and to prevent unacceptable use of the Academy's ICT facilities (including the internet) by children or adults.
The policy also addresses issues of copyright for materials published on the Internet.

Introduction
All users of the Academy's ICT systems are responsible for good behaviour when using it. Access to the Internet is provided for users to conduct research in support of their work and email is provided to allow appropriate communication with others. Please remember that access is a privilege, not a right and that access requires responsible use.

Definitions
Undesirable materials: pornographic or obscene materials; language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive; racist, exploitative or illegal materials or messages; materials that are inappropriate for minors and/or work colleagues to view.
Undesirable contacts: e-mail messages from unknown or unverified parties, who seek to establish a young person's identity and/or to communicate with them, such as for advertising or potentially criminal purposes.
Unacceptable use: deliberate searching for, and/or accessing of, undesirable materials; creating and/or transmitting and/or storing messages that contain unacceptable language or content; creating and/or storing and/or publishing materials that contain unacceptable language or content.
Adults: Academy teaching & support staff; staff visitors and guests of staff; parents/carers

General Network and Computer Rules in Short
Access to the Academy's ICT systems must only be made with the provided authorised account and password – neither of which must be made available to any other person
The following is not permitted by users of the Academy's ICT system (with the exceptance of the ICT Technical Team where this can be demonstrated to form part of their role):

- The sharing of any system access credential such as logons and passwords
- Installation or attempted installation of programmes of any type without the specific and written authorisation of the network manager
- Damage, disable or negatively affect the operation of any of the Academy's ICT hardware or software
- Use of the system for personal financial gain, gambling, political purposes or advertising
- The use of the system for unreasonable personal purposes during work time
- Trespass in other users folders or files
- Playing of unauthorised non-educational games
- The use of unauthorised chat programs, bulletin boards, user groups etc
- Intentionally wasting resources
- The use of removable media e.g. CDs, DVDs, portable hard drives, memory sticks etc) without being checked for viruses before use
- The creation/storage/transmission of any offensive, obscene or indecent images, data or other material
- Use of the system to access/create or store any undesirable or inappropriate materials
- The violation of copyright laws
- The downloading of, transmission of, storage of or access to material which is unlawful, obscene, offensive or abusive

Park Hall Academy may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the academy network as on the academy network.

Unintentional Exposure of children to Undesirable Materials
It is the Academy's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on our ICT systems, including the Internet. It is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable search yields unexpected results.
To prevent such occurrences, the Academy has adopted the following position
- The use of the LA Broadband and our own internal filtering;
- The imposition of a "banned list" of undesirable sites
- The filtering sites by language content with prohibition of sites with unacceptable vocabulary
This should be augmented at all times in the Academy by;
- Effective adult supervision of students' activity using our ICT systems e.g. students should not use the Internet unless they have been given express permission to do so; the "caching" of Internet sites in advance by staff so those students work offline;
- The application of an academy banned or approved list through software facilities offered by the Internet browser software, or by other management software;
- The application of language filtering by appropriate software;
- The use software to log and provide evidence of sites visited.

In the event of children being unintentionally exposed to undesirable materials, the following steps will be taken:
- Students should know to notify a member of staff immediately
- The member of staff will notify the Head of ICT/Network Manager, who will notify the Principal as necessary
- The incident will be recorded in a central log, by which the academy may reliably report the frequency and nature of incidents to any appropriate party
- Parents/carers or Governors will be notified at the discretion of the Principal according to the degree of seriousness of the incident (for example, exposure to materials that include common profanities might not be notified to parents/carers, but exposure to materials that included pornographic images would be notified)

Intentional Access/ Creation of Undesirable Materials by Students
Students must never intentionally seek, store or create undesirable materials using the Academy's ICT systems. Any transgression should he reported and recorded as outlined above. Any incident will be treated as a disciplinary matter and the parents/carers of the student/s will normally be informed. If deliberate access to undesirable materials is found to be sufficiently serious, repeated, flagrant and/or habitual, the matter will be treated as a serious disciplinary issue. The student/s' parents/carers will he informed and the Governing Body will be advised. In such circumstances, disciplinary action will be taken against students. (This could include having their use of the Academy's ICT systems withdrawn).

Deliberate Access/ Creation of Undesirable Materials by Adults
Deliberate creation of and/or access to and/or storage of undesirable materials using the Academy's ICT systems by adults is unacceptable, and will be treated as a disciplinary issue. If creation and/or storage of and/or access to undesirable materials is found to be sufficiently serious, repeated, flagrant and/or habitual, the matter will be treated as a very serious disciplinary issue. The Governors will be advised and the Local Authority Designated Officer will be consulted.

Receipt and transmission of Email by Students and Staff
Users are responsible for all emails sent and for contacts made which may result in an email being received. As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media. The following is not permitted:
- Use of obscene or inappropriate language
- Posting anonymous messages and forwarding chain letters

- Sending or displaying offensive message or pictures
- Use of email to harass, insult or attack others
- Use of the ICT system to give out personal details such as addresses or telephone numbers
- Do not attempt to open files or follow links from unknown or untrusted origin. Inform ICT Support

It is also recognised that some people may try to use e-mail to identify and contact young people for unacceptable reasons. To avoid these problems the Academy has adopted the following practice:
- steps are taken to verify the identity of any school or young person seeking to establish regular email with this Academy;
- students and staff are only allowed to send e-mail messages using the approved Email provider. The use of other e-mail providers on the Academy's ICT systems is not allowed;
- to avoid students revealing their identification within e-mail messages, 'internet aliases 'are used for each child and the only link is to Park Hall Academy

If staff believe that students have been targeted with email messages by parties with criminal or inappropriate intent, the messages will be retained, the incident recorded, and the Governors and the student's parents informed. Advice will also be taken regarding further steps.

Publishing of Materials Electronically, including Social Networking Sites
It is recognised that staff and students may at some time produce and/or publish materials electronically (with or without the use of the PHA ICT systems) that can be associated with themselves or others as a member of the Academy community. In such circumstances staff and students must be careful to follow the points below in order to protect themselves/other members of the Academy community/ the good name of Park Hall:
1. No materials will be published which contain inappropriate/unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue.
2. No materials will be published which reveal the identity of any student.
3. Materials produced by students and photographs of children, will not be published unless they are for sound educational purposes and in that case with the written and signed permission of the Designated Member of Staff for Child Protection and/or the Principal.
4. No materials will be published which could cause harm to the person publishing the material, other members of the Academy community/the good name of Park Hall.

Use of the School Internet by Visitors and Guests
Members of the Academy staff will take responsibility for the actions of any adult guests or visitors who they allow or encourage to use the ICT systems. Staff allowing such use should explain the essential 'dos and don'ts' to such visitors and guests prior to their use of the systems.
Unacceptable use will lead to the immediate withdrawal of permission to use the Academy ICT systems.

Copyright Issues
It is recognised that all materials on the Internet are copyright, unless copyright is specifically waived. It is the Academy's policy that the copyright of all materials will be respected. Any breach of this will be treated as a disciplinary issue. Where materials are published as part of a member of staff/student's professional duties, copyright will remain with the Academy. Internet published materials will contain due copyright acknowledgements for any third-party materials contained within them.

Sanctions
Violations of this policy will result in disciplinary action being taken against the user. This could include withdrawal of the right of access to Park Hall Academy's ICT systems. Where applicable, police or other local authorities may be involved or other legal action taken.

Monitoring of Use of ICT Systems
The Academy will monitor the use of its ICT systems by both staff and students in order to ensure that its Acceptable Use of ICT Policy is followed by all members of the Academy community. As such, it will monitor emails, user areas, individual machines, network resources, and internet access as well as any

other individual's ICT activity. It will also monitor the Internet and other locations in order to protect members of the Academy community as well as the good name of Park Hall.