

**If you have any questions about the policy, please contact the ICT Manager.**

The Academy assumes the honesty and integrity of its ICT users. Facilities are provided in as unrestricted manner as possible to offer the best possible quality of service. It is the users' responsibility to ensure that they comply with the policy. The latest version can be found on the Academy website and in each major computer area. All staff and students will be invited to sign an agreement to abide by the policy.

#### **General Policy**

The user agrees not to:

Upload, download, post, email or otherwise transmit or store any content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, invasive of anyone's privacy, hateful or racially, ethnically or otherwise objectionable.

Impersonate any person or entity, or falsely state or misrepresent affiliation with a person or entity including the forging headers or to otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the Academy services.

Upload, download, post, email or otherwise transmit or store any content that the user does not have the right to transmit.

Upload, download, post, email or otherwise transmit or store any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party.

Upload, download, post, email or otherwise transmit or store any unsolicited or unauthorised advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes" etc. except when directly resulting from curriculum work.

Upload, download, post, email or otherwise transmit or store any material that contains software viruses or any other computer code, files or programs designed to interrupt, damage, destroy or limit the functionality of any computer software or hardware; or telecommunications equipment.

Interfere with or disrupt the service or servers or networks connected to the service, or disobey any requirements, procedures, policies or regulations of networks connected to the service.

Collect or store personal information about others without direct reference to The Data Protection Act.

To use the Academy's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes unless as part of a curriculum project. Visit or use any online messaging service, "chat site", web-based email or discussion forum not supplied or authorised by the Academy.

Store or use any software not specifically installed on the service by an authorised person.

Visit, use, download, or store any game, either application or browser-based, without permission of a member of Support Team or supervising teacher, and only for educational purposes.

The Academy reserves the right to refer any breach of this policy to the respective tutor / Head of Department and / or member of the Senior Leadership Team. This may result in the suspension of any or all parts of the services provided.

### **Network Services**

This comprises of access to workstations in the various classrooms, labs or other areas for all users, and for staff additional access in departmental offices for the Academy administration network.

Storage of files for all users is available on the main file servers, and additional space on the administration network for staff.

All users shall have complete access to any files they have created, except where ownership / authorship is in question. This is then referred to a member of the Senior Leadership Team.

Each user shall have a unique login ID and password. The password must not be divulged to any other user or any third parties outside of the Academy.

### **Internet Services**

Each User shall have an Internet account to access the Internet via the Academy's Proxy Server. The Proxy Server will filter any unwarranted materials and be updated regularly to maintain this high level of filtering.

Any user repeatedly attempting to access such material will have their account automatically locked and it will not be reopened until they have discussed the matter with a member of the Senior Leadership Team.

The Academy does not pre-screen content viewed by users, but relies on the filtering software. Should any site or content be discovered which does not comply to the General Policy it will be added immediately. We ask users to assist us with this by informing us of any offending material.

### **Mail Services**

Each user shall have an MS Exchange account to enable them to send mail internally and externally; to take part in group conferences and to access online resources. It is viewable via the Outlook Client (staff) or the Outlook web interface (staff and pupils). The size of each user's mailbox (mail storage area) will be decided by group and/or requirements to do work. This may be increased for an individual user upon request of the support team.

Mail sent and received externally shall be filtered for language content and certain file types within attachments. If a user sends an email that is caught by the filters, their account shall be automatically locked and not released until they have been further warned as to the Academy's policy on this matter.

If a user repeatedly sends material that is caught on the filter the matter will be referred to a member of the Senior Leadership Team.

Any user who receives unsolicited mail can inform the network manager who will endeavour to trace the originator and report them to their Service Provider, clearly asking for the originator's account to be terminated if the mail has been in breach of the Service Provider's Terms of Service.

Likewise, if any user is found to be sending unsolicited emails, to other users within the Academy, or to external accounts, the matter will be referred to a member of the Senior Leadership Team.

All emails sent and received within the Academy may be forwarded to an email archive folder.

## **Security**

Each User will be given a unique ID and password that will allow them to access their account. The same password will allow them to access their "Home Area" on the Main File Server and their Internet account. The same password will be used to access their email account. Passwords for members of staff to gain access to the Academy's Management Information Systems (SIMS) can be changed by request by a member of the Support Team or other delegated members of staff.

The ID and password are solely the responsibility of the user and not to be shared with other users or third parties for any reason. If a user is found using the ID and password of another user their services may be suspended and immediately referred to their respective tutor/head of department and then the Deputy Head/Head.

The only programs that may be used within the Academy are those agreed on by the Network Manager and/or Senior Leadership Team and installed by a member of the support team. The introductions of programs (including any software containing viruses or used to disrupt any part of the Network, or connected networks) onto the network is not tolerated and will be treated as intentional damage or an attempt to cause damage to Academy property.

All information about staff and students will be dealt with in compliance the Data Protection Act and only given to authorised agencies.

The Academy reserves the right to monitor all traffic on the network, either manually or through automated software, to ensure policy compliance and to aid in resolving any issues.

By default all staff and students agree to their image or likeness to be used on the Academy website or in any promotional material published by the Academy or associated agencies unless otherwise specifically stated.

## **Treatment of Equipment**

The support team will endeavour to ensure all equipment is in working order. They will set targets for the quality of service they provide, which will be monitored regularly by a member of the Senior Leadership Team.

Should any user find that a piece of equipment does not work correctly they are to report it to a member of the support team and not attempt to repair it themselves. Members of staff who wish to receive some training in dealing with immediate repairs may make a request to the Network Manager.

Any user who causes damage, intentionally or through neglect, to any equipment may be refused the right to further use of the equipment and may be asked to cover costs towards any repairs or replacements.

Unless otherwise issued to a member of staff as part of their contract (e.g. staff laptops) any equipment taken off site is the personal responsibility of the user and you are advised to check that its loss or damage is covered by your personal insurance. All such loans will require a signature by a parent, teacher and/or head of department.

## **Library – Fingerprint recognition**

The registration system we have in the library does not require library tickets. Pupil details are activated by finger print recognition. We would like to emphasise that the computer does not store fingerprints. The fingerprint images are converted into a huge number and it is the number which is stored. It cannot be

used in any other way. We have found the system works well as pupils do not have a problem with forgetting or losing their library card and they enjoy the process.

If you have any objections to your child using this facility, please notify the Librarian in writing as soon as possible after your child joins the Academy In addition, even if you have not raised objections, your child may also object.

In either instance we will manually enter your child's name against each book taken out.