Acceptable use of ICT Policy

Birchwood Community Academy Trust

Policy owner (Name):	Ms Emma Mills
Policy owner (Job Title):	Headteacher
Date of adoption:	25.9.17
Date of review:	June 2022
Date of next review:	June 2023

Principle

The ICT infrastructure (equipment, network and data) is owned by the academy and made available to enhance professional activities and further the education of students. This policy applies to students, governors, teaching and other staff, external contractors providing services on behalf of the academy, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the school. These individuals are collectively referred to as 'users' in this policy. The Acceptable Use Policy exists in order to safeguard the interest of users from computer and internet misuse and to comply with the requirements of the Data Protection Act.

Misuse or abuse of the school and college's network systems will be treated seriously and will be dealt with according to the Academy's disciplinary procedures.

The Purpose of the Policy on Acceptable Use of ICT is:
1. To outline the correct procedures to follow when using ICT.
2. To ensure that all users are conscious that device and network use should be appropriate to professional activity or education;
3. To ensure that all users treat ICT equipment responsibly and safely;
4. To ensure complicity with Human Rights and Data Protection legislation.

Accordingly, the school will:
1. Make sure that users are aware of the correct procedures to follow when using ICT.
2. Ensure that parents/carers are aware of the policy and the procedures surrounding the use of ICT by students.
3. Ensure that all students have received advice and guidance on the use of ICT personally and in conjunction with the school and college.
4. Ensure that users are aware of the consequences of inappropriate use of ICT and equipment;
5. Follow the disciplinary procedures if the occasion of misuse occurs by users;
6. Make users aware of the need to keep confidential data and information securely on the network system to comply with data protection legislation.

Evaluation
1. Feedback from users will be used by the ICT team to further improve ICT systems.
2. All users will have agreed to the policy before accessing the network;
3. All use of ICT associated with the academy will be monitored by the ICT Manager and ICT Technician;
4. A record of incidents of misuse of ICT will be kept by the Designated Safeguarding Lead and ICT Manager. Accordingly, they will be reported to the Headteacher.

Read in conjunction with:
Policies on Safeguarding
Policy on Social Media
Policy on eSafety policy