
Belfairs Academy



Information & Communication Acceptable Usage Policy

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1. Network access and use

The Belfairs Academy ICT network contains over 1200 devices and services approximately 1500 users. To access a variety of software, create electronic learning resources and access email and the internet users must agree to the schools' definition of acceptable use. Users will be asked to carefully read the information provided below and confirm their adherence to the 'Acceptable Use Policy' when logging on to the school network. Staff should also refer to the 'Data Protection and Security Guidelines' in their planner regarding the use of student information.

1.1. The following are not permitted:

- Sending or displaying obscene language, offensive or explicit messages or pictures.
- Intentionally accessing any materials that contain obscene, illegal, hateful or otherwise objectionable material.
- Harassing, insulting or attacking others.
- Damaging computer hardware, software or wasting limited resources.
- Violating copyright laws.
- Using another student's username and password or trespassing in their files.
- Disclosing or publicising personal information.
- Using personal mobile devices (mobile phones, laptops, digital cameras etc) to send abusive or nuisance messages, or to capture unauthorised images.
- Employing the network for personal or commercial purposes.

1.2. The school will:

- Provide internet filtering and anti-virus software in order to minimise the risk of exposure to inappropriate material and regularly monitor pupils' ICT usage.
- Provide students and teachers with information regarding internet safety.
- Regularly monitor and review our infrastructure and internet service provision
- Provide teachers with software to monitor ICT activity within the classroom

1.3. Failure to comply with this policy may result in disciplinary or legal action.

2. Mobile Phones/Mobile Device use

Provided below are the guidelines for acceptable use of mobile phones and mobile devices by students, staff and parents with the intention of protecting the Academy community from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with Belfairs Academy's eSafety policy. It is recognised that these documents must be reviewed and revised regularly in response to the ever changing ICT environment at the Academy.

1.4. Students

- Students are discouraged from bringing all types of mobile devices to Belfairs Academy.
- Belfairs Academy accepts no responsibility for loss, theft or damage of any student mobile phone or mobile device brought into the Academy.
- Mobile phones that are brought into Academy should be stored turned off (not on silent) and out of sight. Any student using their phone (except where outlined in point 8) will have their phone confiscated and kept secure until it is collected by the student at the end of the day. For a second offence it can be collected by the student at the end of the week and for a third offence a parent / carer will need to collect it.
- Any student who refuses to hand over a mobile phone when requested will be removed from lesson by a member of the senior leadership team and their actions will be treated as a disciplinary matter.
- Students with any camera enabled device are forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission.
- Any student caught filming another person (and/or uploading images or video onto the internet) will have the device confiscated. It will be treated as a disciplinary matter and their parents will be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The students' parents will be notified and the Governing body may be notified and any third party agency as required.
- The Academy reserves the right to confiscate and search where there is reasonable suspicion that it may contain undesirable materials including those that promote pornography, violence or bullying.

- Mobile phones and other communication devices shall only be switched on when the student is no longer involved in any school activity and whilst away from buildings at the following times:
 - Before 0830
 - Between 1055 and 1115
 - Between 1315 and 1340
 - After 1445 (1525 on Wednesdays)
- As young adults, Sixth Form are permitted to use mobile phones within the study areas and common room. Under no circumstances should calls be made or received during lessons.
- It is advised that mobile phones are not to be brought to the Academy on PE day due to there not being any relevant safe holding facility where they can keep their phone whilst they attend their PE lesson. If a student does bring in their mobile phone to the Academy, Belfairs Academy cannot be held responsible if the phone is lost or misplaced.
- Communication between parents and students during the school day should only occur through the Academy's official communication channels and not via a student's mobile phone. Parents are expected to contact our Reception or their child's individual college whilst students wishing to contact home must report to their own college. If a student is unwell or needs to go home they should go to Reception where contact will be made with the parents. Students should not ring home themselves for permission to go home.
- Under no circumstances should mobile phones/devices be taken into any external examination. This includes those that are turned off within a bag or coat. Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the students' withdrawal from either that examination or all examinations.

1.5. Staff – Mobile phones

- Belfairs Academy recognizes the value of mobile phones as aiding personal security and emergency communication and, when used sensibly, believe they offer an enhanced level of safety. However, staff must understand that this is entirely at their own risk as the Academy accepts no responsibility for loss, theft or damage of any device brought into the Academy.
- Mobile phones that are brought into Academy should be stored in the lockable furniture provided and not taken into the classroom or office

unless for emergency use which will need to be agreed previously with the SL/line manager. Staff can use their mobile phones at breaktimes in the staff bases, car park, and café.

- Mobile phones that have been supplied by the Academy are considered a device for 'business use' and can be used throughout the day in all locations.
- Staff users of Belfairs Academy mobile phones will keep the phone in their possession at all times or lock the phone in lockable furniture at the end of the working day. The staff user is responsible for all usage of and access to the phone.
- Parent information will not be stored on phones. Belfairs Academy provides information regarding parental contact on SIMS. Numbers stored temporarily must be deleted after use.
- The Academy reserves the right to confiscate and search where there is reasonable suspicion that a Belfairs Academy device may contain undesirable materials including those that promote pornography, violence or bullying.
- Mobile phones that are provided by Belfairs Academy should use password protection on the phone where possible. If the device has this function then it must be utilized to prevent unauthorized access.
- When using the internet on mobile phones all staff shall adhere to the Section 1 of the Acceptable Usage Policy

1.6. Staff – Mobile devices

The Academy recognises that tablet devices can be a valuable teaching and learning tool, and that staff may wish to bring in their own devices for this purpose. The following applies to their use within the site.

- Devices are brought in at the owners own risk, and support for technical issues is not guaranteed.
- Network connectivity and access to network resources (Email, Citrix, etc) is entirely at the discretion of Belfairs Academy.
- All devices interacting with the Belfairs Academy network must use password protection where possible. If the device has this function then it must be utilized to prevent unauthorized access.

- The Academy reserves the right to remotely disable, wipe and track any devices connected to the network in the interests of security and protecting data.
- All data accessed from the Academy network remains the property of Belfairs Academy, and must not be saved, transferred or forwarded outside of the network without the prior permission of SLT.
- Under no circumstance should any student information be saved locally to the device.
- Any photographs taken with the device on site or during school excursions come under the Section 4 of the Acceptable Use Policy.

1.7. Parents

1. Belfairs Academy recognizes the value of mobile phones as aiding personal security and emergency communication and, when used sensibly, believe they offer an enhanced level of safety. However, parents must understand that this is entirely at their own risk as the Academy accepts no responsibility for loss, theft or damage of any device brought into the Academy.
2. Parents should be aware that filming or photographing at the Academy is only allowed during school productions.

3. Email use

Each member of staff is provided with an email address and a set amount of storage to assist in the discharge of duties. The email service is provided to allow for fast communication both internally and external to the organisation.

- Staff mailboxes are provided for business purposes only. Staff should not sign up to non-work related services and newsletters with their staff account.
- All email communication both internally and externally must be professional in content and appearance, following the published style guide (Century Gothic, 10pt)
- Staff are expected to be responsible when sending emails to large distribution groups. Chain emails or emails not directly relating to the running of the organisation are strictly prohibited. In the case of virus warnings, these should only be passed to the Helpdesk for analysis.
- The school provides a filtering system that quarantines emails if they are believed to be spam, have questionable attachments or contain excessive swearing. A request can be made to the Helpdesk to release the email, but this may be refused if there is a risk of virus infection.
- Emails between staff members (including attachments) are always considered confidential, and should not be forwarded to external email accounts (including personal email accounts of staff members) without the knowledge of all recipients/SLT

Staff can communicate with students via email providing communications both parties is strictly limited to school-provided email addresses. Under no circumstances should staff or students use personal accounts to communicate.

Staff must immediately report any inappropriate material received through email.

It is recognised that some members of staff may not wish to disclose their school email address – this is entirely up to the discretion of the staff member, and the Academy's parental communication system is provided as an alternative to communicate with parents and students.

1.8. Monitoring of emails

If there is a serious concern regarding email communication, a decision undertaken by SLT may be made to investigate an individual's mailbox. In this case, the mailbox will be accessed under the strict supervision of an SLT member and all actions audited.

4. Taking photographs and use of cameras

- All students that enter Belfairs Academy are sent consent forms that must be returned to the Academy if the student is not to appear in any photograph taken by the school or outside agencies.
- Only photojournalists, photographers, and school photograph organizations are allowed to take photographs on site with prior permission from SLT.
- Any photograph taken by outside agencies of staff or students must be taken with consent of those involved. The complete list of students that must NOT appear in photographs can be obtained from SIMS or reception.
- Photographs that are taken within the Academy for enrolment purposes should be saved as image files with a number that corresponds with a number in a separate document containing the names of the students. This does not apply to Post 16
- Photographs of students displayed around the academy shall not feature the name of the student. This does not apply to Post 16.
- Photographs of students owned by the Academy that are not display items shall be stored in a secure location if in printed format. If the photographs are in electronic format they will be stored on a secure network drive accessible by staff using login credentials.
- Photographs of students taken by staff for any Academy activity should ensure that the photographs are stored on a secure network location and removed from their devices as soon as possible.
- As an Academy with a Media Arts specialism the Academy accepts that students are using images within their work. Students must seek permission from fellow students or staff before taking photographs with use within their work.
- Photographs must not be taken in any medical room, toilet/wash area, changing rooms throughout the site. All other areas of the Academy are available for use with permission from relevant staff.