Queen Katharine Academy

Queen Katharine Academy,
Mountsteven Avenue, Walton,
Peterborough PE4 6HX
www.qka.education
Tel: 01733 383888
Fax: 01733 383871

**Responsible use of ICT**

## 1. Rationale

The computer system is owned by the Academy, and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The Academy's ICT Access Policy has been drawn up to protect all parties – the students, the staff and the Academy.

## 2. Internet use

Students requesting ICT access should sign a copy of this ICT Acceptable Use statement and return to their tutor who will pass on to their respective College leaders to be held in pupil files.

Staff requesting ICT access should sign a copy of this ICT Acceptable Use statement and return to Jackie Dowds in the Academy office for approval.

- Academy ICT use must be appropriate to staff professional activity or the student's education;
- Access should only be made via the authorised account and password, which must not be given to any other person;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Email should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright and intellectual property rights must be respected;
- Anonymous messages and chain letters must not be sent;
- The use of public chat rooms is not allowed;
- The Academy ICT systems may not be used for private purposes, unless the Principal has given permission for that use;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden;
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals;
- Irresponsible use may result in the loss of ICT access.

The Academy may exercise its right by electronic means to monitor the use of the Academy's computer systems, including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

**Monitoring, Evaluation and Review**

The Local Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**E-safety**

## 1. Rationale

Queen Katharine Academy believes that the use of information and communication technologies brings great benefits. The Academy recognises the e-Safety issues and this policy will ensure appropriate, effective and safe use of electronic communications.

The Academy e-Safety policy encompasses internet technologies and electronic communications such as mobile phones and wireless technology.

## 2. Thorough e-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-Safety policy in both administration and curriculum, including secure Academy network design and use.
- Safe and secure broadband.
- National Education Network standards and specifications.

## 3. Teaching and Learning

- The internet is an essential element in 21st century life for education, business and social interaction. The Academy has a duty to provide students with quality internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and students.
- The Academy internet access will be designed expressly for supporting learning and teaching, including filtering appropriate to the age of students.
- Students will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- The Academy will ensure that the use of internet derived materials by staff and by students complies with copyright and licensing laws.
- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## 4. Managing Internet Access

Information system security

- Academy ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the local authority.

Email

- Students may only use approved e-mail accounts on the Academy system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on Academy headed paper.
- The forwarding of chain letters is not permitted.

### 5. Published content and the Academy web site

- The contact details on the web site should be the Academy address, e-mail and telephone number. Staff or students personal information will not be published.
- The Principal (or nominee) will take overall editorial responsibility and ensure that content is accurate and appropriate.

### 6. Publishing students' images and work

- Photographs that include students will be selected sensitively
- Students' full names will not be used anywhere on the web site or blog, particularly in association with photographs.
- Photographs of students are regularly published on the Academy web site. Parents and students may refuse to allow images to be published or ask for them to be removed.

### 7. Social networking and personal publishing

- The Academy will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them or their location.
- Students should not place personal photos on any social network space.
- Students should be advised on security and encouraged to set passwords, deny access to unknown individuals and know how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

### 8. Managing filtering

- The Academy will work in partnership with the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If staff or students discover an unsuitable site, it must be reported to IT by emailing helpdesk.
- IT will make regular checks to ensure that the filtering methods selected are appropriate, effective and reasonable.

### 9. Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the Academy is allowed.

- Mobile phones will not be used during lessons or formal Academy time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with an Academy phone where contact with students is required.

### 10. Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

### 11. Authorising internet access

All staff must read and sign the 'Responsible use of ICT' form before using any Academy ICT resource.

The Academy will maintain a current record of all staff and students who are granted access to Academy ICT systems.

- Students must apply for internet access individually by agreeing to comply with the Responsible Internet Use statement.
- Parents/Guardians will be asked to sign and return a consent form.

## 12. Assessing risks

The Academy will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on an Academy computer. The Academy cannot accept liability for the material accessed, or any consequences of internet access.

The Academy will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.

## 13. Handling e-Safety complaints

Complaints of internet misuse will be dealt with by a senior member of staff.
Any complaint about staff misuse must be referred to the Principal.

- Complaints of a child protection nature must be dealt with in accordance with Academy child protection procedures.
- Students and parents will be informed of the complaints procedure.

## 14. Communications Policy

Introducing the e-Safety policy to students

- E-Safety rules will be posted in all dedicated ICT areas and may be accessed online at www.qka.education.
- Students will be informed that network and internet use will be monitored.

## 15. Staff and the e-Safety policy

All staff will be given the Academy e-Safety Policy and its importance explained.

- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

## 16. Enlisting parents' support

Parents/Guardians' attention will be drawn to the Academy e-Safety Policy in newsletters, the Academy prospectus and on the Academy web site.

## Monitoring, Evaluation and Review

The Local Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

# Queen Katharine Academy

# Responsible use of ICT

| | |
|---|---|
| Student: | Tutor Group: |

I have read and understand the Academy Rules for Responsible use of ICT located on our Academy website http://www.qka.education under the Policies section. I will use the Academy's ICT systems including BYOD (available to Staff/Sixth Form only) in a responsible way and obey these rules at all times.

| | |
|---|---|
| Signed: | Date: |

| | |
|---|---|
| Parent/Guardian Name: | |
| Signature: | Date: |