

The Milton Keynes Academy

ICT Policy

Introduction

This Policy aims to address the use of both Academy ICT Facilities and more specifically use of the internet.

I. Policy for use of ICT Facilities

Context

The Academy is equipped with an extensive network of workstations, standalone pcs and laptop computers. These facilities offer an e-mail facility to all students and access to the World Wide Web. This enables our students to further their educational aims and objectives by allowing them to explore libraries, databases and other online references and communicate with other internet users.

We take every precaution to prevent access to unsuitable material. Some material accessible via the Internet can contain items that are inappropriate, illegal, inaccurate or offensive. Our system is protected by a scanning device that searches for, and removes, access to this material. However, the speed with which the technology develops means that it cannot be one hundred per cent secure all of the time. If anything inappropriate is found, it is reported and there is a rapid response to removing it.

Students are taught to use the Internet responsibly in lessons. Failure to act in a responsible way will lead to the removal of access rights.

Policy

In line with government education policy on Information and Communications Technology and Citizenship, we recognise the value and encourage the use of these information rich sources. We also believe that students must be taught to develop the appropriate skills to analyse and evaluate such resources. These skills are a fundamental requirement in the society that our students are entering. Students must therefore be taught:

- to use all equipment carefully and sensibly
- not to compromise passwords
- respect the work of others
- to refrain from accessing inappropriate or offensive materials
- to report any such sites unwittingly accessed
- to use only acceptable and appropriate language
- not to reveal personal information
- to acknowledge any downloaded material and not to plagiarise
- not to access non-educational games or material not directly related to educational purposes.

Any student breaking this code may have access rights removed. There may also be other disciplinary action in line with college policy on offensive language.

All students and their parents/carers must sign the agreement found in Appendix I on entering the College. For students in Years 7-11 this is found in their Student Planner. Students in Studio 6 are expected to sign their own paper-based agreement.

2. Use of Internet

Computers and associated hardware and software are provided at The Milton Keynes Academy to help staff and students work/study in a more effective way. All staff are required to sign a copy of the Academy's Internet Policy (Appendix 2).

The following policy guidelines are provided to ensure that staff may know what is not permissible when working with/on Academy hardware or software.

The deliberate uploading, downloading, sending, viewing or publishing of material that is inappropriate in an Academy environment, offends common decency or members of staff or students or visitors to the Academy or is illegal, are prohibited. This includes but is not limited to: pornographic material, graphical or textural or offensive language or extreme political or religious views or material promoting terrorist activity or homophobic or racist or sexist material.

The use of chat rooms or discussion forums or similar interactive services for non-Academy related matters.

The duplication and/or publication by any means, including e-mail, fax, disk-based copies or publication on a Web site, of any information held within the Academy that is private, confidential or sensitive.

The publication of any material which could be considered as slanderous or libellous. "Publication" includes saving to disk and/or printing

The setting up or administration or running of any business activity, club, society or other non-profit venture not directly related to the Academy's affairs.

The illegal copying of software, including computer programs and data and music and video or photographic material.

The unauthorised dismantling or modification of hardware, or the removal of parts from a system.

The deliberate misrepresentation of Academy matters or Academy policy in any form including by: e-mail, contributions to newsgroups, setting up or contributing to Web sites or contributions to guestbook services

The use of Academy equipment out of normal Academy hours for personal use without the prior approval of the Principal or another member of the Leadership Team.

Unauthorised borrowing of computer equipment from Academy without correct completion of the necessary documentation (which also ensures that insurance cover is maintained).

The sending or forwarding of any virus internally or externally, or the deliberate failure to report the known existence of a virus within the Academy, thus failing to prevent its spread.

The sending or forwarding of any communication about a hoax with the intention of misleading other members of the Academy.

The giving of password or other security information that would allow unauthorised users to view sensitive or confidential information, or make unauthorised changes to information, for example, on: any Academy database (including the Academy timetable) or the Academy's Web sites. Due care is to be taken to ensure that offices containing hardware linked to the internal network are not left unattended and unlocked, as this gives opportunity for unauthorised access to the system

The excessive use of private e-mail services.

Staff must not use their own personal email accounts to communicate with students, and must not send emails to students' personal email addresses. All email correspondence must be through the Academy email system only. They should not accept students as "friends" on their social networking accounts, such as Facebook nor should they contact students via such accounts. Staff should not text students using personal mobile phones. In any communication with a student via electronic means, staff must choose wording very carefully, keep the message to a minimum and avoid ambiguity.'

The use of Academy equipment to the detriment or exclusion of normal Academy responsibilities

The creation of or contribution to any Website which makes unsubstantiated, anonymous or defamatory comments about any member of the Academy, or the Academy policy, or any aspect of the running of the Academy, or the failure to report the existence of any such known site to the Leadership Team

Staff are only allowed to use Academy ICT equipment at home for official Academy purposes.

Policy Ownership, Monitoring and Review

The responsibility for ensuring that the Academy adheres to this policy and that this policy is periodically reviewed rests with: Principal of the Milton Keynes Academy

Appendix 1a – Student use of computers, the internet and email

To gain access to the internet and email all students must obtain parental permission as confirmed below.

The Academy recognises the value and encourages the use of computers, the internet and email. We also believe that students must be taught to develop the appropriate skills to analyse and evaluate such resources. These skills are a fundamental requirement in the society that our students are entering. Students are therefore taught a code of behaviour for the use of ICT. They are expected to:

- use all equipment carefully and sensibly making sure that it is not used to harm other people or their work
- not share passwords with other people
- respect the work of others
- not access inappropriate or offensive materials
- report any such sites unwittingly accessed
- use only acceptable and appropriate language
- not reveal personal information
- not plagiarise (copy work and pass it off as their own), but to acknowledge any downloaded material
- not play non-educational games or access material not directly related to educational purposes
- not to damage computer equipment in any way

Any student breaking this code may have access rights removed. There may also be other disciplinary action in line with College policy on offensive language.

I/we support these guidelines.

Student Signature: Date:

Parent/Carer Signature: Date:

I also confirm that I have no objections to the fact that on occasions the Academy may wish to use photographs of my child for publicity purposes. If I have any objections to this policy I will record these in the space provided below.

Parent/Carer SignatureDate

Appendix 1b – Studio 6 Students - use of computers, the internet and email

To gain access to the internet and email all Studio 6 students must sign this agreement.

The Academy recognises the value and encourages the use of computers, the internet and email. We also believe that students must be taught to develop the appropriate skills to analyse and evaluate such resources. These skills are a fundamental requirement in the society that our students are entering. Students are therefore taught a code of behaviour for the use of ICT. They are expected to:

- use all equipment carefully and sensibly making sure that it is not used to harm other people or their work
- not share passwords with other people
- respect the work of others
- not access inappropriate or offensive materials
- report any such sites unwittingly accessed
- use only acceptable and appropriate language
- not reveal personal information
- not plagiarise (copy work and pass it off as their own), but to acknowledge any downloaded material
- not play non-educational games or access material not directly related to educational purposes
- not to damage computer equipment in any way

Any student breaking this code may have access rights removed. There may also be other disciplinary action in line with College policy on offensive language.

I support these guidelines.

Student Signature:

Date:

I also confirm that I have no objections to the fact that on occasions the Academy may wish to use photographs of me for publicity purposes. If I have any objections to this policy I will record these in the space provided below.

Student Signature:

Date:

Appendix 2 – Staff Agreement on the Use of ICT

Internet Policy

At The Milton Keynes Academy we recognise the value, and encourage the use, of the rich information sources available on the Internet. The Academy understands that use of the Internet is beneficial for preparing for interesting stimulating lessons and for good educational management.

Staff Agreement

I have read the Academy ICT Policy and I understand that I am responsible for the use of the Internet under my user name. The Internet is provided only for staff to conduct educational work/research and I understand and agree to the following:

- I will refrain from accessing any newsgroups, chatrooms, list-servers, Web pages or any other source that would be considered illegal, inappropriate/offensive because of pornographic, racist, violent or other content.
- Accordingly, I am responsible for monitoring and rejecting such materials, links, information accessed/received by me.
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of myself or others.
- I accept responsibility not to download copyrighted material i.e. software, games, music, graphics, videos or text materials that are copyright.
- I understand that the following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging or altering settings on computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords
 - Opening people's other folders, work or files
 - Wasting limited resources by playing non-educational games or accessing material not directly related to educational purposes
 - Emailing of parents, until prior authorisation is received from Line Manager
 - Use of personal email addresses to communicate with students.

Sanctions

- Violation of the policies outlined above may result in formal disciplinary procedures.
- When applicable, police or local authorities may be involved.

As a Academy user of the Internet, I agree to comply with the above Academy policy on Internet use. I will use computers and the network in a responsible and professional manner and observe all the rules explained to me by the Academy.

Staff signature: _____

Print name: _____

Date: _____

This form should be returned to Human Resources to ensure access to appropriate Academy systems.