

## ARA ICT and Online Acceptable Use Policy (Students)

Below is an outline of the expectations all students are expected to adhere to when using Alec Reed Academy ICT resources, both in academy and out of academy.

All students agree that, by accessing ARA ICT resources, they agree to these expectations. If a student is **unable** to comply with **any** of these expectations, this must be communicated **in writing** to the academy via their SaFE worker.

**Use of the Internet** | The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

**Use of student email** | Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email. Teachers may send emails to their students to communicate reminders, course content, pose questions related to class work, and such. Students may send emails to their teachers with questions or comments regarding their learning. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose to. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment. Students may send emails to other students to collaborate on group projects and assist with learning.

**Student email permissions** | O365 emails for students are only to be used internally; sending and receiving external emails are blocked.

### General email guidelines for students:

- Email is to be used for school-related communication.
- Harassing email messages or content are strictly prohibited.
- Offensive email messages or content are strictly prohibited.
- Spam email messages or content are strictly prohibited.
- Emails containing a virus or other malicious content are strictly prohibited.
- Students are not permitted to send or read emails at inappropriate times, such as during class instruction.
- The use of email to share test answers or promote cheating in any way is strictly prohibited.
- Using the account of another person is strictly prohibited.

### Expectations in terms of attending lessons online:

- Attending lessons is compulsory. If, for any reason, a student cannot attend, they must inform their teacher.
- Punctuality is essential.
- When attending a lesson, select a space at home that is – as far as possible – free from distractions (e.g television, music, etc).
- Appropriate clothing must be worn when attending a lesson: smart casual clothing appropriate to appearing in public.

- Students can join via any device (mobile phone / tablet / laptop / PC / game console). If more than one option exists, they should select the device that best suits their learning needs.
- Students should have learning equipment with them: a pen, paper/book and any textbooks or learning resources that have been made available to them.
- Students should be muted when entering the virtual classroom and unmute only as instructed.
- Students must participate in the lesson as instructed using functions such as raising their virtual hand, contributing via chat and providing oral contributions.
- Chat is to be used for educational discussions only – and only as instructed by the teacher.
- Students are expected to virtually hand work in to teachers as instructed.
- If students are joining via video also, they are strongly encouraged to blur or virtually adapt their background to maintain privacy. There is an instructional video on our Blended Learning page which tells students how to do this.

**Logins and Passwords** | Every person has a different computer login and password. You should never allow anyone else to use your details. Change your password if you think someone else may have your details.

**Social Networking** | Never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the academy or anyone within the academy. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

**Extremism and radicalisation** | Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The academy has a web filtering systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities.

**Profiles** | Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

**Chat Rooms** | Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

**Security** | You should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

**Copyright** | You should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

**Etiquette** | Be respectful online; don't be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly.

**Mobile Phones** | Should be kept out of sight at all times. The only exception is when a teacher requires you to use your phone as part of a lesson and then only as directed by the teacher. Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else.

**Use of ICT in Lessons** | ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly.

**Cyber-Bullying** | Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult.

**ICT Equipment** | Treat all academy equipment with care and respect. Report any problems to a member of staff.

**Sanctions** | Failure to follow this guidance, or deliberate misuse of academy ICT, may result in a sanction.

*The expectations below apply in all situations, but are of particular importance when it comes to online learning or blended learning (for example in Microsoft Teams).*

**Recording Staff or Other Students** | The recording of still images, filmed images or audio of staff or other students without permission, and the distribution of such images, is strictly forbidden.

**Recording of Lessons** | Teachers may sometimes record lessons for training purposes, to monitor behaviour or to support students who are not able to attend live. When they do this, they will inform you. On these occasions, if you have joined via video, you must switch off your video.

**Chat Functions** | Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Profile names are assigned by the academy and are the same as the usual ARA usernames.

**Sharing of Images** | Any visual or audio file shared with others must be appropriate to the learning task.

**Interference with Others' Work** | Students must not interfere with another students' work without their permission, whether it is work submitted on a platform or shared work in a collaboration space.

**Collaborative Working** | There is an expectation that students will engage in online collaborative work when requested by their teacher. They must work in a respectful and helpful manner, following instructions carefully.

**Academic Honesty** | When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the

internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.

**Maintaining Momentum** | Students are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies. Distance learning requires greater self-management of task completion by students, given the absence of physical face to face teacher student contact. Timely communication of expected/experienced delays to work submission, and an openness of both parties to listen and adapt to the dynamic challenges collectively faced, are key to maintaining strong teacher pupil learning relationships and academic progress.

**Appropriate learning environment** | It is expected that students will engage in lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers; students should have all their equipment ready before the lesson.

## **User Agreement**

By using and signing into ARA ICT resources, all students agree to the User Agreement below.

### Monitoring

Alec Reed Academy accepts that use of Office 365 is a valuable academy tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the academy. In addition, all of the academy's resources are provided for academy purposes. Therefore, the academy maintains the right to examine any systems and inspect any data recorded in those systems.

### Sanctions

If a student is found to have breached this policy, they will face the withdrawal of their account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach. In addition to this contact will be made with parents/carers to notify them of our concerns.

- I will respect the academy rules for using computers as set out above.
- I will only access Office 365 via my own authorised account, which I understand is my own responsibility and I will not make available to anyone else.
- I will use the internet appropriately for education purposes and will not attempt to access web sites that are pornographic, racist or offensive.
- I understand that activity that threatens the integrity of the academy ICT systems, or that attacks or corrupts other systems is forbidden. This includes not downloading or uploading software, games, music, graphics, videos or text materials that are copyrighted.
- I will not use the resources in any way that could bring the academy's name into disrepute.
- I understand that the academy network administrators have full access to the system and my account and that they reserve the right to examine or delete inappropriate files or other content. I am also aware that my steps in using the network can be traced (including web sites visited).

- I understand that all and any communication through the use of academy technology for bullying or harassment will not be tolerated as this is against academy rules.

**I understand that if I do not comply with any of the above, I will be denied access to the Internet and possibly the academy network for a fixed period of time. Serious offences may result in temporary fixed term or permanent exclusion from academy. I am aware that each case will be considered on its merits.**