



# **HARMONIZE ACADEMY**

## **RESPONSIBLE USE OF ICT USE AGREEMENT**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>APRIL 2013</b>
<b>DATE FIRST RATIFIED BY GOVERNING BODY:</b>	<b>APRIL 2013</b>
<b>DATE POLICY REVIEWED:</b>	<b>AUGUST 2017</b>
<b>DATE FOR NEXT REVIEW:</b>	<b>AUGUST 2020</b>

**Trust, Respect, Compassion, Forgiveness**

HARMONIZE ACADEMY has provided a large number of computers for use by students, both in lessons and out of hours. The computers are provided and maintained for the benefit of all. Students are encouraged to use and enjoy these resources and we wish to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm student's education. HARMONIZE ACADEMY expects all students to adhere to this policy for acceptable use of the equipment to maintain a positive learning environment.

### **Computer Policy**

We expect all students to

1. Not install or attempt to install programs of any type on a machine, or store programs on the computers without permission.
2. Not download or upload files such as music or graphic onto the network unless given permission by staff.
3. Not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
4. Not use the network for commercial purpose e.g. the buying and selling of goods or the creation of materials for private sale.
5. Not disclose their passwords to others or use passwords intended for the use of others.
6. Make use of the network in a way that does not harm, harass, offend or insult others.
7. Respect and not attempt to bypass security in place on the computer systems.
8. Remember that accessing, copying, removing or otherwise altering other people's work, or attempting to alter the settings of computers is not acceptable use of the equipment.
9. Respect the environment of the computer room by using computers in a manner that is acceptable to staff and management within the school.

### **Internet Policy**

1. If the objectives of the lesson ask students to access the internet, then we expect that access will only be to the sites that the teacher has indicated.
2. We expect students to remain on task and not access the internet at all if it is not within the objectives of the lesson.
3. We expect all students not to use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene, pornographic or abusive.
4. Our expectations are that all students will respect the work and ownership rights of people outside the academy as well as students and staff. This includes abiding by copyright laws.
5. All students should not use chat rooms. They can be dangerous and their use takes up valuable recourse which could be used by others to benefit their studies and can lead to unwelcome material being brought into the school.
6. Students should not give personal information such as their address, e-mail, telephone number to those who they contact via any electronic communication.

## **Sanctions**

1. All computers and users can be monitored as will user areas. Any violation of any of these policies and expectations will result in consequences following the Behaviour Management Policy.
2. The school, in line with existing practice regarding inappropriate behaviour, will take additional action if it is deemed appropriate. Where appropriate, police may be involved or other legal action taken.
3. Students should be aware that computer hacking and virus creation is a criminal offence.

## Appendix 1:

### Harmonize Academy

#### Rules for Responsible Internet Use for Pupils

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will not access other people's folders.
- I will only use the computers for school work and homework.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand my report will be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Child's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Child's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The school accepts no responsibility for inappropriate use of the Internet outside school, even when children are researching a school-based subject.*

**HARMONIZE ACADEMY**

**Responsible Computer and Internet Use**

**Student/Parent Agreement**

**Student**

I understand that my parents will be informed if I misuse the Internet

I have read this policy and agree to follow it.

If I do not understand part of the policy and how it applies to me, I will ask a teacher or technician for help.

Student:	Tutor Group:
Signed:	Date:

**Parent**

I have read and understand this policy.

I give permission for my son/daughter to use the Internet at HARMONIZE ACADEMY.

I understand if he/she fails to follow this policy, he/she will face sanctions and may not be allowed to use the Internet in future.

Parent:	
Signature:	Date:

