	The Latimer Arts College Policy Document Learn, Achieve, Create	

Policy Title:	Student ICT Acceptable Use Policy

Introduction

The Latimer Arts College recognises that the use of Information and Communication Technology (ICT) is a strong learning tool.

As such, students are encouraged to use ICT to support their learning and progress. This procedure is designed to safeguard students in accordance with government guidance.

E:Safety Awareness

Through ICT lessons, our Personal Development Programme (PDP) and assemblies, students will be taught about how to keep themselves safe in line and how to manage and assess risk.

Information for parents and carers will be provided through information evenings, in our newsletters or posted on the College's website.

Staff will receive regular training as part of the College's professional development programme.

Use of Computers, including Laptops, Tablets and other Devices

ICT facilities are provided for learning purposes only. Students should use the provided ICT facilities for college purposes only.

Acceptable Use of ICT Provision
Access to ICT is provided without charge to all students of The Latimer Arts College to enable the carrying out of recognised learning activities. By taking advantage of these resources, students are agreeing to the contents of this procedure.

Privacy
Computer storage areas (files) will be treated as college property. The Network Manager, Principal and designated staff may look at any file or communication at any time to ensure that the system is being used appropriately. Users should not expect that their work and e-mails are private.

Security
Passwords should contain a minimum of six characters, be a mixture of lowercase, uppercase, numbers and symbols, be kept secret, and must never be revealed to anyone.

Users may not use any other user's username or password in order to access a computer.

No user may trespass in any other user's files.

Software Licences
The Latimer Arts College provides fully licensed software on all computers.

Wireless Access
Sixth Form students may have access to the college wireless network on additional electronic devices. Individual codes will be issued and must be kept private.

Viruses

The college will take all reasonable precautions to reduce the risk of viruses entering the system through the Internet or by any other means. Anti-virus software is installed on the server and all workstations and is updated daily. Students should take sensible precautions to avoid viruses getting on to ICT equipment that they use.

Faults

If any equipment is found not to be working, students must report this to the ICT Helpdesk and not attempt to rectify the problem themselves.

Acceptable Use of the Internet

All users must be aware that the Internet is, by definition, an international network. Users of that network may not be trustworthy or reliable, and material found on the Internet may not be appropriate for general viewing.

Access to inappropriate sites will be blocked either by the college or the college's Internet Service Provider and nobody should attempt to bypass this. Students identifying inappropriate sites should refer these to the ICT Services team to be blocked.

No user may access, or attempt to access, any site, whether blocked or otherwise, which is pornographic, obscene, racist or in any other way offensive. No user may install, copy, store or transmit any such material at any time.

Chat rooms, social networking sites, text messaging systems, ring-tones and gaming-type sites are not a suitable use of college resources. No chat room, text messaging system, social networking site, ring tone or gaming-type site may be accessed by any user at any time.

Social Networking Sites (e.g. Facebook)

- Staff are not permitted to be in contact with current college students via social networking sites and student should not attempt to become a 'friend' with any member of staff.

- No material may be posted that would damage public trust and confidence in the college. Students must not post derogatory or inappropriate comments and/or images about other students, staff or about the college. "Lighthearted" comments will not always be interpreted as such by others and should be avoided. If in doubt – do not post.

- Students using social networking sites should set their privacy levels on their accounts to maximum i.e. only people on their friends list should be able to view their pictures/private information etc. Care should be taken to avoid publishing personal information that could assist an attempt at identity theft.

- Bear in mind that somebody else could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed.

- Make sure you regularly check and refresh your site page to ensure it is free of any inappropriate comments and/or images.

- Inappropriate content can be reported to CEOP. We have a member of staff who is CEOP trained.

Acceptable Use of Email

Our college e-mail system can be used for:

- Any activities which support the curriculum or school administration
- To enable students to submit homework
- To enable students to transfer college work between home and college

Our college e-mail system will not be used for:

- The distribution or forwarding of material which could be taken to be offensive by anyone reading the message
- Sending material which contains any abusive or offensive language
- Sending messages which may be threatening or bullying in nature
- Emails that do not meet the requirements of the Data Protection Act.
- Any activities which involve personal financial transactions during college hours
- Forwarding chain letters
- Forwarding large graphics (pictures)
- Sending viruses or hoax messages
- Participating in non-educational social networking, newsgroups and chat rooms

General principles
- The Latimer Arts College provides all students, subject to agreeing to this Acceptable Use Policy, with a college e-mail address. This should be used only for communications related to college work and not for personal use.
- Students should have a personal e-mail account through their home Internet Service Provider (ISP) or a web based account for private communications.
- The use of this account may be monitored by the college.

E-mail is a very powerful communication tool, however some points should be made regarding its safe and proper usage:

- When sending an e-mail, the subject line should accurately reflect the content of the message
- When sending e-mail students should ensure that they have carefully thought through what they are sending first.
- E-mail is the equivalent of a written document and can be used as an evidential record. With this in mind care and consideration should always be taken before sending an e-mail.
- All e-mail communication can be intercepted at any point between you and the recipient. The safest

Legal notice
The following legal notice will automatically be attached to the bottom of every e-mail being sent outside the college.

"This e-mail is confidential and intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not represent those of The Latimer Arts College. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. Please note that The Latimer Arts College may monitor and intercept e-mail communications."