# Cambridge Academy for Science and Technology

# Student ICT Acceptable Use Policy

| Owner: | Danielle Pacey |
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| Review Cycle: | Annual |
| Approved by: | Local Governing Body |
| Approved on: | December 2024 |
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# Student ICT Acceptable Use Policy 2024-25

## Introduction:

All students are responsible for using Cambridge Academy for Science and Technology and United Learning Trust's computer systems and network in an acceptable, professional, lawful, and ethical manner. Cambridge Academy for Science and Technology and United Learning Trust encourages the positive and extensive use of Information Technology to support high standards of teaching and learning. Proper and legal use of available technologies and systems is essential.

To ensure students understand their responsibilities when using Information Communication Technology (ICT) and network systems, they must read and sign this Acceptable Use Policy.

## Policy Overview:

This policy outlines acceptable use of ICT systems in line with Cambridge Academy for Science and Technology and United Learning Trust's ethos, other relevant policies, and UK law. The following points provide guidance on appropriate use:

### 1. General Conduct:

- Do not create, transmit, display, publish, or forward any material that is defamatory, harassing, offensive, threatening, discriminatory, racist, homophobic, extremist, or potentially radicalising.

- Avoid content that could harm yourself, others, or the reputation of Cambridge Academy for Science and Technology and the United Learning Trust.

### 2. Use of Information Systems and ICT:

- Includes networks, data storage, communication systems, and access devices (e.g., computers, laptops, mobile phones, tablets, digital cameras, email, and social media).

- Systems provided by Cambridge Academy for Science and Technology and United Learning Trust are primarily for educational purposes, such as studies, homework, and independent learning.

- Any Personal or recreational use requires explicit permission.

### 3. Security Measures:

- Use strong passwords and comply with future security measures.

- Log out or lock devices when unattended to prevent unauthorized access.

- Do not share passwords or use others' passwords.

- Report any suspected virus or malware to a teacher or IT Service Team immediately.

### 4. Software and Hardware:

- Do not attempt to download software or install hardware without prior approval from the IT Service Manager.

- Do not modify or reconfigure devices and/or their settings.

### 5. Respect for Others:

- o Do not corrupt, alter, or destroy another user's data.

- o Do not disrupt the network or deny others access.

- o With permission, use personal devices in class according to the same rules as school equipment.

# Email Usage:

- Use school-issued email addresses for communication with staff and professionals.

- Do not open email attachments from unknown or untrusted sources.

- Communicate politely and responsibly, respecting differing opinions.

# Online Safety and Respect:

- Do not share personal information online.

- Arrange to meet new online friends only in public places with an appropriate adult.

- Report any unpleasant or inappropriate material or messages immediately.

- Verify the accuracy of online information for learning and research.

# Respecting Others' Work:

- Respect others' work and property; do not access or alter another user's files without permission.

- Ensure you have permission to use others' work.

- Avoid large downloads/uploads that could hinder others' internet use.

- Do not download copyrighted material without authorisation.

- Do not make, take, or distribute images of anyone without their permission.

# System Monitoring:

- United Learning Trust Cambridge Cluster IT Service Team monitor system use, including Internet access and email, to ensure compliance.

- Unauthorised or inappropriate use will be investigated and may result in disciplinary action.

- Inappropriate behaviour outside of school involving Cambridge Academy for Science and Technology and the United Learning Trust community will also be addressed.

- Suspected criminal use of the system will be reported to law enforcement.

# Declaration:

By signing below, I confirm that I have read and understood this Student ICT Acceptable Use Policy 2024-25.

# Student:

- Name: _____ Date: _____

- Signature: _____

# Parent/Carer:

- Name: _____ Date: _____

- Signature: _____

*Please sign and return one copy of this agreement to Cambridge Academy for Science and Technology. Keep the second copy for your records.*