



STUDENT ICT POLICY

Adopted May 2011

Reviewed: April 2011

Next Review Date: May 2012



ICT Policy

Introduction

This policy aims to address the use of both Academy ICT facilities and more specifically use of the internet.

1. Policy for use of ICT facilities

Context

The Academy is equipped with an extensive network of workstations, standalone PC's 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 firewall 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. All students are requested to sign an agreement which focuses upon safe usage of the internet in the Academy (Appendix 1).

Policy

In line with government education policy on Information & Communication Technology & 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 education purposes

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

All students will be required to accept the terms and conditions for the use of ICT each time they log in to the Academy network. The terms and conditions are outlined in Appendix 1

Definitions:

“The Service” refers to the RM Kaleidos Learning Platform service. The Service comprises the following modules: Portal+, VLE, Data Exchange, Assessment, Individual Learning Plans, Advanced e-portfolios, plus any additional modules which may be added.

Appendix 1 (uploaded onto computer per usage)

Agreement

1. I will only use my own username or password to log on to the RM Kaleidos Learning Platform.
2. I will keep my username and password secret.
3. I will not give personal details (like my home address or mobile phone number), or the personal details of any other person, to anyone by using Kaleidos.
4. I will only view, download, store, distribute or upload material when I have been given the owner's permission.
5. I will only view, download, store, distribute or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform my teacher.
6. I will always respect the privacy of other students.
7. I will avoid any acts of vandalism e.g. uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
8. I will be polite and appreciate that other students might have different views to my own. I understand that the use of strong language, swearing or aggressive behaviour is not permitted.
9. I will use the discussion forums for exchanging information and constructive debate only.
10. I will report any incident that breaches this Policy immediately to the teacher.
11. I will only use the tools provided by Kaleidos for the purpose for which they are intended. In particular I will not use them to gain the logon details for other users or creating defamatory material.
12. I will not plagiarise (copy work and pass it off as my own), but acknowledge any downloaded material.
13. I will not play non-educational games or access material not directly related to educational purposes.
14. I will not damage computer equipment in any way, and if I do, I will be responsible for the cost.

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