

## Acceptable Use Policy

### **Purpose**

This policy is for students accessing the provision's network on site. Our provision promotes the positive use of technology in the academy and assists in developing pupils' knowledge and understanding of digital devices and the Internet. We ensure that our IT and online network is robust and resilient, and staff have a duty of care to safeguard pupils when using technology in the provision.

Any misuse of technology by a student or member of staff must be reported to the Designated Safeguarding Lead and/or Headteacher, so an investigation can take place.

This is the Acceptable Use Policy (AUP) for Balance AP. It highlights the do's/don'ts of using all technology in the provision and shows how we want everyone to behave when using online services and equipment. The Acceptable Use Policy covers the following legislation:

- Malicious Communications Act 1988
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003
- GDPR and Data Protection Act (DPA) 2018

Whilst in the provision, students must understand the following rules regarding the use of online technology whilst on our site.

- Students can only use provision IT and online systems, or host academy external logins and email for learning purposes. Other usage will be with the permission of the Headteacher.
- We monitor the use of all IT and online systems in the provision and report any inappropriate use by pupils or staff to the Designated Safeguarding Lead (DSL).
- Students will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.
- At Balance AP, we are committed to demonstrating safe use of IT and have successfully installed "Safe Search Kids" on all our PCs that are used by students. A Designated Safeguarding Officer may need to discuss safeguarding concerns regarding inappropriate internet searches. If any device is misused, it may be confiscated.
- We also ensure staff are always highly alert, particularly when students are using any electronic devices.

### **Security, Passwords & Copyright**

- Students will not divulge any provision related passwords and will comply with provision online safety security procedures.
- Students will use their home school email if needed.
- Students will ensure that personal data is stored securely and in line with the GDPR and Data Protection Act. Students will follow provision policy with regard to external logins, encrypted data and not storing academy material on personal IT equipment unless stated otherwise.
- Students will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.

### **Mobile Technologies**

Mobile phones are part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact

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parents/carers on their way to and from school. However, mobile phones can lead to several problems in the academy, for example bullying, disruption to lessons and inappropriate web usage. As an academy we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result the use of mobile phones during academy hours is completely forbidden, and students hand over their phones on arrival at Balance AP and are given these back at the end of the school day. All students are searched on arrival at the Provision, and it is during this time that students are asked to hand over any phones, earphones and other electronic devices.