



# The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

## Trust Student Acceptable Use Policy (Secondary Schools) 2023



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<b>POLICY DOCUMENT</b>	Trust Student Acceptable Use Policy (Secondary Schools)
<b>Legislation/Category: Academy Schools</b>	<b>Legally Required</b>
<b>Lead Member of Staff:</b>	Trust Head of Business & Operations
<b>Approved by:</b>	Trust Board
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<b>Review Frequency:</b>	Annual

## Mission Statement

All policies are written in line with our Trust Mission statement:

***“Inspired by faith through love, friendship and joy.”***

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our pupils, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our pupils to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where pupils form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our pupils learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where pupils are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.



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## Introduction and Scope

Most of us use digital technologies every day, both within and outside school. These technologies can help your education and development by promoting creativity, curiosity, and an engagement with the wider world. With an awareness of the risks involved, you should have safe access to these digital technologies and the opportunities they provide.

This Acceptable Use Policy outlines what is expected of students when using the school's network and related technologies, in order to maintain the safety and security of the systems and other users.

This applies to the school's computers, devices such as laptops and tablets, personal devices such as mobile phones, and any activity that makes use of computer networks, such as the school's Wi-Fi.

## Using computer accounts and the internet

The school provides you with an email account and use of the internet for educational purposes.

### Personal use

Whilst your school email account should primarily be used for educational purposes, you may use them in a personal capacity so long as:

- It does not negatively impact the learning environment for other students and teaching staff,
- It does not damage the reputation of the school,
- You understand that the school has access to your email account and internet browsers, including your emails and browsing history.

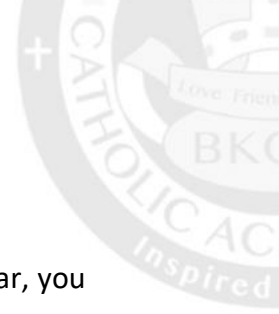
### Inappropriate use

The school does not permit you to send emails or use the internet in any way that could be insulting, disruptive, or offensive to someone else. Material not allowed includes, but is not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,
- Profanity, obscenity, slander or libel,
- Ethnic, religious or racial slurs,
- Any content that could be seen as bullying or belittling of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

You are also not permitted to use the internet in a way which could affect usage for others. This means not downloading software, streaming or downloading media files such as music or films, and not using the internet for playing online games.

You must also be aware of copyright restrictions when using the internet. You are not permitted to use materials in ways that would infringe intellectual property laws, including copyright. This means you should be careful when reusing online materials and content.



## Online security

You will take care to use your accounts with information security in mind. In particular, you will:

- Not click on links from un-trusted or unverified sources in emails or on web pages,
- Keep your passwords unique, private and not share these with others,
- Log out when you are finished or lock your account when away from the computer,
- Not sign up to marketing material that could jeopardise the school's IT network,
- Not send very large files without authorisation from a member of staff.

## Monitoring

In order to support and protect students and staff, the school may monitor your use of the computer network, including:

- Checking and reviewing all email traffic that comes to and from your account,
- Monitoring your internet activity,
- Using e-monitoring software that blocks banned content, monitors internet use and can alert the school if your use looks like there is a safeguarding concern or inappropriate use.

## Social media use

Using social media during school hours is not permitted. Unless specifically directed by a teacher as part of the curriculum. School may use MS Teams or google classroom to interact in lesson time.

You should not use social media in a way which violates the privacy or dignity of other users, including staff, students and other members of the wider community.

## Remote learning and remote access

If the school uses remote learning, you may be engaging in more online activities than usual and provided with accounts for more services.

All of the expectations above apply when you are accessing your school accounts from home, such as when completing home learning or in the event of remote classrooms. When learning from home, you should also consider:

- Not leaving drinks or food near your school work, computer or devices – if it spills it could destroy your work or equipment,
- Only using appropriate methods to contact teachers, such as using designated school email accounts,
- Remember that the school's behaviour policy and classroom expectations still apply to virtual classrooms.

## Safe use of online services

In addition to the safe applications provided by the school for your educational use, students should take care when using online services independently. Some online services are paid for and others are free at the point of use, but are funded by advertisements. These are used at the individual's request and risk of the user.

Online services may include:



- Apps
- Games
- Social media
- Streaming services
- Anything that offers goods and services

Students are strictly prohibited from accessing gambling sites or apps during school. When using the internet, both within and outside school, students should be particularly mindful of protecting their personal information and safety. Before using any online service, students should consider whether the service:

- Is age appropriate,
- Uses child-friendly language and methods of communication,
- Has high privacy settings in place by default, e.g. private rather than public profiles,
- Has privacy and safety options such as blocking and reporting,
- Allows you to set the user age,
- Has location tracking switched off by default.

Using age-appropriate services will help protect and promote your best interests.

### Consequences of inappropriate use

Inappropriate use may result in sanctions in line with the school's behaviour policy. If you misuse the computer network and related devices, the school may:

- Remove your access to the internet or network account,
- Temporarily ban you from using school equipment,
- Confiscate your personal device(s),
- Contact your parents,
- Take further action in accordance with school's behaviour policy, as appropriate.

### Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD