

# KING ARTHUR'S COMMUNITY SCHOOL

A specialist Sports College

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Headteacher – Mrs. Emma Wilkes



## Acceptable Use Policy (AUP) – School ICT System

1. Students must sign an Acceptable Use Agreement before using the school ICT Facilities.

### **Network**

2. During lessons, ICT equipment and facilities should be used as directed by a member of staff. Downloading of any kind is prohibited at all times, except where directed by a member of staff.
3. Students are responsible for their own user accounts and should not attempt to access any one else's user area or share passwords.  
Students are solely responsible for all activities undertaken in their username
4. ICT equipment and facilities should only be used when supervised by a member of staff. At breaks and lunchtimes, computer suites may be used when a member of staff is present.
5. User accounts can and will from time to time be monitored by staff. This includes the use of any software program, Internet use, Email and our VLE (virtual Learning Environment). Any inappropriate materials found within user accounts will be reported to the year head and deleted.
6. Personal media is permitted in school. Within lessons, these are to be used as directed by members of staff. Executable files may not be run from or saved to removable media devices or your user account. Personal media is the responsibility of the owner whilst on school premises.
7. The viewing of or attempted access/download of inappropriate materials is forbidden. This includes any material that a member of the school community might find offensive, pornographic media and any material that poses a security risk to the schools ICT facilities. Any student who inadvertently comes across inappropriate material is required to report the incident to a member of staff so action to prevent a re-occurrence of the event can be taken.
8. Students are responsible for the equipment they use. Damaged or defaced ICT equipment must be reported to a member of staff immediately. Damage to any ICT equipment will be investigated. Anyone found responsible for damage will be liable for expenses involved in the repair.

### **Online Resources**

9. Any activity on the internet during taught lessons must relate to your school work. The use of the internet outside of taught lessons is at the discretion of a member of staff and must also adhere to the schools acceptable use policy.
10. Users must respect copyright laws when using materials from external sources.
11. Use of the schools ICT systems can be monitored and used as evidence in cases of misuse.
12. It is against the law to send messages of any format intending to cause distress or anxiety, whether this takes the form of threats, offensive materials or false statements, discrimination; sex, race, disability or sexual orientation. This includes access to the schools systems outside of normal school hours.
13. Pupils are not permitted to upload files that refer to the school, staff or pupils to any publicly accessible website. Nor must files contain any content that may bring the name of the school into disrepute.
14. Inappropriate materials, comments and views should not be uploaded to the schools VLE or the internet. The use of the school's VLE is monitored and filtered at all times and any violations are reported to a member of the Senior Management Team. The School's VLE is an online community and you should therefore respect the views of other people.

If you do not understand any part of this acceptable usage policy you must ask a member of staff. You should only sign the acceptable use policy when you have read, understood and agree to the terms it sets out. We reserve the right to change or modify any part of this document without prior notification. A current copy of this Acceptable Use Policy will be available on the school website.