Acceptable Use (Learners) Policy

1. General

1.1 Within this document, the term *parent* refers to those with parental responsibility for a learner.

1.2 The ICT network is the property of The JCB Academy and is made available to its learners to further their education.

1.3 The Academy reserves the right to examine or delete any inappropriate files that may be held on its computer system or to monitor any internet or email activity on the network.

1.4 Academy approved laptops are purchased by learners, and in certain circumstances provided by the Academy and these laptops will be the gateway to the curriculum. It is expected that learners attend each lesson with their laptop and that it is "fit for purpose". This policy is in place to ensure these laptops work first time and every time.

1.4 Inappropriate use of Academy laptops and/or communications systems will be dealt with under the Academy's Behaviour Management Policy.

1.6 To ensure that the ICT is used effectively and safely the Academy will:

- Ensure parents/learners read and sign to confirm that they have read and understand The JCB Academy Acceptable Use (Learners) Policy (see Appendix 1). Learners will then be provided with internet and email access for their laptop.

- Provide learners with an individual network log-in username and password. Passwords must adhere to the complexity rules on the network.

- Restrict the ability to download and store unauthorised file types on the network. For example, learners must not download executable programs or music files and must not use any file sharing websites.

- Make clear that no attempts must be made to connect mobile devices, e.g. mobile telephones, PDAs, PSPs, etc., to the Academy's wireless network.

- Ensure learners understand and ensure that none of their files ever contain any obscene, illegal, hateful or otherwise objectionable material.

- Ensure that no applications or programs of any type are installed, or stored on the laptop or on any other Academy equipment.

2.   Security and privacy

To ensure account security, learners must:

- Always keep log-in passwords confidential and do nothing to allow others to access the system using their log-in name.

- Immediately change their password if it becomes known to someone else.

- Never attempt to access the Academy's ICT network or equipment either by using another user's name, a false name or by any other means (e.g. by hacking).

- Never attempt to access or alter another learner's files or folders or any of their settings on the Academy's ICT network or equipment.

- Respect other ICT users and ensure they are not harassed, harmed, offended or insulted.

- Never attempt to infringe the security or privacy of other users.

- Be aware that staff may review files and communications (including e-mails) where there are concerns about the content and/or to ensure that the system, equipment and other media are being used responsibly. This may include random checks.

3.   Power

Learners are responsible for charging their laptops each night. Learners are required to take extra care with their laptops and chargers and should ensure they are available for all lessons fully charged.

4.   Transport/storage

To ensure laptops remain in full working order, learners are provided with a carry case in which to keep their laptops at all times when they are not in use.

Laptops must be transported around the Academy with the lid closed. Failure to do so may result in damage to the laptop.

When laptops are not in use learners are advised to store them in the lockers provided. At no time should laptops be left unattended.

When learners have PE or are working in the workshops the laptops should be stored in their lockers. If damage occurs in either the PE or engineering changing rooms the learner will be expected to pay for any damage caused.

5. Faults/damage

Any faults or damage must be reported to the ICT Team immediately. The ICT Team hold a limited loan stock and will try to provide a replacement until the laptop is repaired.

It is the responsibility of the individual learner to take care of their allocated laptop when on or off of Academy premises. They are therefore solely responsible for the laptop should it be lost, stolen or damaged. The Academy has insurance for the laptops it provides and parents/learners are encouraged to take out insurance for their own devices. However, this covers accidental damage only. If the manufacturer informs the Academy the damage is not classed as accidental, then the learner will be expected to pay for the damage caused.

Chargers are not covered by insurance; lost and damaged items are chargeable.

6. Virus protection

All laptops are issued with Symantec Endpoint Protection. This is indicated by a yellow shield on the taskbar. The virus protection is managed by the ICT Team and if a laptop becomes infected then they will be notified and the virus will be dealt with accordingly. Although virus protection is available, any learner who knowingly brings a virus into the Academy will be dealt with under the Academy's Behaviour Management Policy.

7. Laptop use during non-class time

During lunchtime, laptops may only be used in the following areas of the Academy:

- Breakout areas.
- Independent Enquiry Zone.
- Classroom, providing a member of staff has given permission and the learner is supervised.

- Restaurant (after lunch has been eaten with full supervision by a member of staff).

Laptops should not be used on Academy transport and should not be kept in changing rooms.

8. Laptop monitoring

All Academy laptops have monitoring software installed on them. The sole purpose is to ensure learners do not put themselves or others at risk when using the ICT facilities provided by the Academy. Monitoring continues when the laptop is taken off-site and any inappropriate activity will be reported to the ICT Team once the laptop returns back to network.

Laptop control software is used in all lessons and this gives the teaching staff control over learner laptops in a lesson. Learners must ensure that their wireless is always on and that they are connected to the network so that the teacher is able to see their laptop within the control software.

9. Internet usage

Learners must ensure that:

- They do not access online game sites.

- They do not use aggressive language or swearing.

- They do not intentionally visit websites that contain obscene, illegal, hateful or otherwise objectionable materials. This includes viewing, displaying, downloading, and printing, sending, or otherwise transmitting materials.

- They never copy information into assignments without fully acknowledging the source; failure to do so could be classed as plagiarism and/or copyright infringement and have serious consequences.

- They never copy or distribute copyrighted material (software, video, music, etc.); this is illegal.

- They keep themselves and others safe and never disclose or publicise personal or other information about themselves or others.

10. Restricted programs

The Academy configures each laptop for learners in a way in which they are able to further their education.

Laptops are locked down so learners are unable to install programs themselves, however the IT Team can install a learner's own software on occasions where the installation will not affect the performance of the laptop.

Learners are prohibited from storing file types such as music files, executable files and system files. Examples of some of these files are mp3, exe and bat files. If a learner is unsure whether or not a file is inappropriate then they should check with the ICT Team.

<div style="border:1px solid black; padding:10px;">

Related policies/procedures:
Behaviour Management Policy

</div>

Date of approval by Governing Body: 15 June 2010
Updated: 15 February 2011
Reviewed and reapproved: 22 April 2013
Reviewed and reapproved: 5 May 2015
Reviewed and reapproved: 12 February 2018
Reviewed and updated: March 2021

THE JCB ACADEMY

Acceptable Use (Learners) Policy

We certify that we have read and understood all that is in this policy. We understand that failure to follow this policy will be dealt with under the Academy's Behaviour Management Policy.

We understand that The JCB Academy may wish to change this policy as advancements in technology arise and that parents/learners will be made aware of these changes via an updated copy being made available on the Academy's website.

We understand that we are responsible for any damage to the laptop and charger allocated to the learner.

Signatures:

Learner: ....

Name: _____

Date: _____

Parent: ....

Name: _____

Date: _____