



Ormiston **Victory Academy**

**ACCEPTABLE USAGE
POLICY FOR LEARNERS**

Ormiston Victory Academy Acceptable Usage Policy for Learners

For ICT, Telecommunications, Internet & E-Mail (Revised April 2012)

Scope

This policy is in relation to Victory Academy.

'Learner' in the context of this document refers to any student or individual from another organisation who has an account allocated for their use on the Academy network.

The Acceptable Usage Policy applies when accessing systems from home or any remote locations. It also applies to using any Academy owned laptop, mobile phone or portable computer device at all times.

Principles

Learners at Victory Academy need to use computers, the Internet & e-mail. However, these facilities carry with them some risks and liabilities.

It is essential that Victory Academy learners read, accept and adhere to the guidelines in this document, in addition to any potential liabilities involved in using computers, the Internet & e-mail.

Any breaches of this policy will result in disciplinary action in line with Victory Academy Behaviour Policy & Procedures.

Use of Victory Academy computer systems includes accessing facilities across the Internet from home or other organisations.

The Victory Academy Acceptable Usage Policy applies when accessing systems remotely. Currently the internet technologies that students are using inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

General Computer Use

1. Use of computers, the Internet and e-mail is for study and course-related purposes.

2. Victory Academy reserves the right to monitor all aspects of its computer systems. Also, Victory Academy has the right to intercept or record any communications made by learners, including Internet & e-mail. To ensure compliance with this policy or for any other purpose authorised under the telecommunications (Lawful Business Practice/Interception of Communications) regulations, learners are required to expressly consent to the Academy doing so.
3. Computers and e-mail accounts are the property of Victory Academy and are intended for assistance in your work. Learners should have no expectation of privacy regarding computers, e-mail and the Internet, whether it is of a business or personal nature.
4. It is an inappropriate use of e-mail and the Internet for learners to access or download material that can be considered obscene, offensive, abusive, sexual, sexist, religion-related, racist, or defamatory. Such material can also be contained in jokes sent by e-mail. If users receive material with such content, the material should be promptly disposed of. Such misuse of the system will be treated extremely seriously. Victory Academy reserves the right to use the content of any learner e-mail in any relevant disciplinary processes.
5. Any deliberate attempt to gain unauthorised access to facilities or system services via the Victory Academy network will result in disciplinary action being taken against the learner.
6. It is inappropriate to transmit unsolicited commercial or advertising material via the Victory Academy network; doing so may result in disciplinary action.
7. No Victory Academy licensed software should be copied to a private computer or taken off site without the permission of a Victory Academy IT administrator. Software owned by Victory Academy should not be copied without specific instruction and should only be copied when appropriately licensed or for backup purposes. The unauthorised or illegal copying of software may result in legal consequences or disciplinary procedures.
8. No software or hardware shall be installed on Victory Academy's systems by anybody at any time without permission from a Victory Academy IT administrator. This includes running software from a portable memory device.
9. Disciplinary action will be taken if any user is found to deliberately waste staff effort or networked resources, corrupt or damage another user's data, violate the privacy of others, disrupt the work of others, or use the Victory Academy networks in a way that disrupts service to other users.
10. Do not leave PCs unattended while logged into the network, this creates possibility of unauthorised access to the systems. Allowing others to use your network accounts is strictly prohibited. Any actions undertaken on an account are accountable to the owner of that account, and may result in appropriate disciplinary procedures.
11. Each user is responsible for safeguarding their system passwords. Individual passwords should never be printed, stored online or given to other people. Also, user password rights do not imply that user has complete privacy. Use good practice when selecting passwords, a combination of numbers and letters is recommended for security. Do not use obvious words or phrases; try to pick hard to guess random passwords. Passwords should be at least 8 characters in length and should never be written down.

12. If a user is able to connect to other computer systems through the network, this does not mean that the user can make use of those systems, unless authorised. Files belonging to other users should not be altered or copied, unless permission has been obtained by the creator of the file.
13. All data should be stored on appropriate network drives so that it is secure and backed up. Storing personal data on local machines, removable media or laptops is prohibited.
14. Any release of personal student data must be authorised by the Victory Academy Data Protection Officer. The Victory Academy Data Protection Officer should be consulted on all issues regarding the release of personal data. Any requests regarding information through the Freedom of Information Act (2000) must be referred to the Data Protection Officer immediately.
15. Personal and Academy data accessed on our systems may be tracked for use. Allowing third parties access to this information without permission from Victory Academy is strictly prohibited, and will be treated extremely seriously.
16. The Academy utilises keystroke detection software for child protection and safeguarding reasons. Any use of words on the monitored word list is reported to the Academy's Senior Designated Person and may result in disciplinary procedures. Students should not expect complete privacy from this system.
17. The Academy utilises the Google Apps for Education Suite. This gives students the ability to work collaboratively on live documents in real time. This ability should be used constructively only. Students should not attempt to impede other students' working or cause alerts to monitoring systems on other students' accounts.

E-Mail Use

E-mail is a legal means of communication and therefore subject to the Malicious Communications Act 1988.

1. Learners should not make derogatory remarks about other people. Any written derogatory remarks may constitute libel.
2. E-mail should be drafted with care; e-mail is still a permanent form of written communication and can be recovered even when it has been deleted from your computer.
3. Avoid e-mail congestion by not sending trivial messages or unnecessarily copying e-mails. Users should maintain their accounts by deleting unnecessary e-mails, helping to prevent overloading the system.
4. Develop good working practice; make hard copies of e-mails needed for record keeping.
5. Users may use e-mail confirmation and receipt of important messages. However this is not always possible and may depend on the system receiving your message. If in doubt, confirm delivery/receipt of your e-mail by telephone.

6. Reasonable private use of e-mail is permitted, but should not interfere with your work. The contents of personal e-mails must comply with the restrictions set in these guidelines. Excessive private use of the Victory Academy e-mail system may result in disciplinary action.
7. By sending e-mails on the Victory Academy system, the user explicitly consents to processing of any personal data contained in that message. If you do not agree with Victory Academy processing such data, another means of communication should be used.
8. Subscriptions should not be made to any list servers or discussion groups that transmit material that does not comply with the objectives of Victory Academy. This includes using a Victory Academy e-mail address as a login name for third party sites. If users are subscribed to such groups it is important that users remove themselves from these lists before leaving Victory Academy.
9. The Victory Academy e-mail system is for communication purposes and not for data storage. Any e-mail attachment deemed important should be copied to the learners' home directory.
10. Use of Victory Academy e-mail is monitored, via random system checks and authorised investigations.
11. E-mail should be considered an unsecured medium when transmitting data. Sensitive and personal data should be transmitted by other means.

Internet Use

1. Limited private use of the Internet is permitted but should not interfere with your work. Victory Academy actively monitors Internet use for content, and the amount it is used by individuals via random system checks and authorised investigations. All visited web sites are clearly logged as well as times of access. Excessive private use of the Internet may lead to disciplinary action. If any material is viewed in error that does not meet our acceptable use policy, a member of the IT Services department should be informed. Failure to do this may result in later disciplinary action.
2. Any sites accessed must comply with the restrictions set in this document. Access to inappropriate sites may lead to disciplinary action.
3. Copyright applies to all text, pictures, video, and sound, including those achieved by e-mail or the Internet. Music and video files such as MP3s and MPEG4s which are not free to distribute must not be downloaded or stored on any part of the Victory Academy network.
4. Copyright material must never be downloaded, such copyright protected material includes mp3s, screen-savers etc.
5. Uploading material to the Internet for use other than course or work related activities is prohibited.
6. Learners must never involve themselves in political discussions through outside newsgroups using the Victory Academy system.

7. The Internet must be considered an unsecured medium when transmitting data. Any transactions that originate from Victory Academy are carried out entirely at the user's risk. Victory Academy is not responsible for any on-line fraud that may occur from personal use; or the loss, damage or misuse of data.

Chat rooms

1. Chat rooms including Yahoo messenger, AOL Instant Messenger, MSN, ICQ etc are not permitted unless as part of the delivered curriculum.

Social networking sites

These can be a valuable tool for educational purposes. However, due to the potential for misuse, Victory Academy has decided that, in general, no student will be provided with access to any social networking sites (eg. Twitter, Facebook, Instagram, Snapchat, Flickr, Youtube) via their Academy student user profile.

The only exception would be if such access were specifically requested by a member of staff and deemed necessary to support named students with academic work. This must have been prearranged and agreed by the Assistant Principal for ICT.

1. Students accessing such social networking sites outside of Victory Academy should not, in the interests of safeguarding, include current Victory Academy staff as "friends". Students are welcome to engage in electronic communications with current Victory staff via Twitter feeds as these comments are in the public domain. However private messages should never be sent to any staff.

Data Protection

Victory Academy is registered under the Data Protection Act 1994 & 1998. Users on the Victory Academy systems must adhere to the policies stated in this act.

Victory Academy is registered under the Computer Misuse Act 1990. Users on Victory Academy systems must adhere to the policies stated in this act.

Personal and college data accessed on our systems may be tracked for use. Allowing third parties access to this information without permission from Victory Academy is strictly prohibited and will be treated extremely seriously.

The Eight Principles of the Data Protection Act 1998

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) At least one of the conditions in Schedule 2 is met,
 - (b) In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.