ACCEPTABLE USE OF ICT POLICY STUDENTS

Reviewed: August 2023

Next Review: August 2024

Responsible: Mr Mohammad Zarafat

Approved by the Board of Trustees: August 2023

ACCEPTABLE USE OF ICT

INTRODUCTION

Rochdale Islamic Academy believes that the Internet and other digital technologies provide a vast opportunity for children and young people to learn and recognises their potential to support the curriculum. The Internet and digital technologies allow all those involved in the education of children and young people to promote creativity, stimulate awareness, and enhance learning.

As part of our commitment to learning and achievement we at Rochdale Islamic Academy want to ensure that the Internet and other digital technologies are used in an Islamic and appropriate manner:

- Raise educational standards and promote pupil achievement.
- Develop the curriculum and make learning exciting and purposeful.
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security.
- Enhance and enrich their lives and understanding.

Rochdale Islamic Academy as part of this policy, holds steadfastly to the Islamic principle of equality that there should be an equitable learning experience for all pupils using ICT.

Rochdale Islamic Academy is committed to ensuring that **all** its pupils will be able to use existing, as well as up and coming technologies safely. We are also committed to ensuring that all those who work with children and young people, as well as their parents, are educated as to the risks that exist so that they can take an active part in safeguarding children.

RIAG prohibits any illegal or inappropriate interaction with any information service, in accordance with the Computer Misuse Act 1990, any student breaching these laws will be reported to the Headteacher and it is likely that the matter is referred to the police. The Computer Misuse Act 1990 identifies 3 specific offences:

1. Unauthorised access to computer material
2. Unauthorised access to computer material with intent to commit or facilitate commission of further offences.
3. Unauthorised modification of computer material.

Below are the rules that must be followed by all students and any violation of these rules will result in disciplinary action according to the school's behaviour policy and access to the Network, Internet, Email service will be denied.

1. Report any misuse of the network to a staff member. This can include but is not limited to, sending offensive messages or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, and any use which may cause offence.
2. Report any damage or faults involving any IT equipment or software, however this may have happened.
3. Downloading or installing software on school PC's is strictly prohibited.
4. Follow all security recommendations that have been set and advised by the staff. Do not reveal your passwords to anyone. If you think your password has been obtained by someone, then report this immediately to a member of staff or our IT Support team.

5. Do not share any personal information to anyone, this includes your home address, date of birth or telephone number of yourself or any other students.
6. All communication with students at the school, teachers or others is respectful.
7. Do not browse, download, upload, or forward any materials that could be considered inappropriate, offensive or may promote extremist views . Any accidental or intentional access to this material must be reported to your teacher immediately.
8. Any images of staff/students are stored in school for school purposes in line with the GDPR policy and cannot be distributed without consent.
9. Do not open any hyperlinks or attachments in emails, unless you know the person/organisation who has sent the email due to a risk of emails containing viruses.
10. Bring Your Own Device (BYOD) - Students are strictly forbidden from bringing in their own personal device and attempting to connect to the School's Internet provision.
11. Students must not use external media (e.g., USB memory and external hard disks) to save their work, it is not possible to recover lost or corrupted files. Students are advised to save all files to their Home Drive (H:\) or their OneDrive where it is routinely backed up and easily accessed both onsite and remotely. Students are advised to regularly save amendments to their files to minimise data loss if their service is interrupted.
12. Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system.
13. The school network is monitored closely by our IT support team, VOKTIS, the use of the internet and any files and stored on the school network must be related to schoolwork and is subject to checks by the school staff.
14. RIAG uses the Microsoft Office 365 suite, which includes the use of E-mail and Teams. Sending or receiving any emails or Teams messages, which contains any inappropriate material, is forbidden.
15. Students will be subject to disciplinary action if they are involved in incidents of inappropriate behaviour covered in this agreement, this includes when you are out of school, and it involves the school community such as cyberbullying or inappropriate use of images and personal information.
16. If students fail to comply with the Acceptable Use of ICT policy, then in accordance with school policies which include and are not limited to e-safety/ cyberbullying/ antibullying/ Data Privacy and the behaviour policies, you will be subject to disciplinary action, which can involve removal of access to the network, contact with parents and possible referral to the police in the event of illegal activities.

Using the school Huawei and Lenovo Tablets
1. Students will abide by all parts of this agreement when using school devices.
2. Students will not attempt to remove it from the school management system.
3. Report any damage to the IT Manager or staff member.
4. Only use the device as instructed by the classroom teacher.
5. Any misuse of a Tablet or any other device whilst at school, will result in the removal or suspension of your rights to use it.

Home Learning
1. Arrive on time for every online lesson, make sure the camera is on and your microphone muted to unless you are told otherwise.

2. Blur your background, if you are unable to do this then ensure there is a simple backdrop.
3. Respond to your teachers' questions.
4. Do not use record or capture images of your classmates and your teachers during any lessons or any other online meetings/activities.
5. Ensure all your work is uploaded to Teams.
6. Contact your teachers if you have connection issues.

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, we cannot grant access to school systems or devices.

ICT Agreement

<u>STUDENT</u>

I understand the provisions and conditions of this policy and agree to abide by them. I understand that any violations of Network, Internet and email provisions may result in disciplinary actions and the removal of my privileges. I agree to report any misuse of the system to a staff member.

Student name: _____

Form: _____

Student signature: _____

Date: _____

<u>PARENT/GUARDIAN</u>

A parent or guardian who has read this agreement must also sign on behalf of the RIAG students.

I, as the parent or guardian, have read this agreement and understand that using electronic information services is intended for educational purposes. I understand that even though the Internet Service Provider and the school's IT support company, VOKTIS, operate an effective filtering system which follow DfE guidelines, it is impossible for the school to block access to all controversial content and will not hold the school accountable for content downloaded from the network. I also agree to notify the school of any system abuse.

I hereby authorise the school to grant my child access to electronic information services and verify the accuracy of the information provided on this form.

Parent/Guardian: _____

Student signature: _____

Date: _____