

ICT Acceptable Usage Policy

1. Acceptable Use Statement

- The computer system is owned by the Academy, and may be used by the pupils to further their education.
- The Academy recognises that technologies such as the internet and email will have a profound effect on pupil's education in the coming years and the Academy's internet access policy has been drawn up accordingly.
- The installation of software or hardware unauthorised by the Academy, whether legitimately licensed or not is expressly forbidden.
- The Academy reserves the right to examine or delete any files that may be held on its computer systems or to monitor any internet sites visited.

2. Internet Access Policy Statement

- All internet activity should be appropriate to the pupil's education.
- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person.
- All internet access is monitored by the ICT Operations Manager. Any inappropriate access will be directly and immediately reported to the Head Teacher or member of the Senior Leadership Team.
- Activity that threatens the integrity of the Academy's computer systems, or that attacks or corrupts other systems, is prohibited.
- Users are responsible for all email sent and for contacts made that may result in emails being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.
- Use for personal financial gain, political purposes or advertising is excluded.
- Copyright of materials should be respected.
- Posting anonymous messages and forwarding chain letters is excluded.
- The use of the internet, email or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.



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3. Care of Equipment

The individual in whose care it is trusted should maintain all ICT equipment in a clean and serviceable state.

- All equipment should be switched off at the end of the working day.
- Any technical faults should be reported immediately to the ICT Operations Manager.

Terms and conditions Agreement for Acceptable Use Policy

Please ensure that you fully understand the terms and conditions of your Acceptable Use Policy documentation before signing. Any future updates to the AUP will be first approved by SLT and then copies distributed to each pupil.

Any pupil of King Edward VI Balaam Wood Academy who does not agree with the terms and conditions outlined in the AUP will not be allowed access to a computer, laptop or internet access on any Academy owned equipment. This also means any equipment used (which is not Academy owned) cannot be used within the Academy.

My child agrees to follow the ICT – Acceptable Use Policy

Name of Pupil (PRINT): _____

Pupil Signature: _____

Name of Parent (PRINT): _____

Parent Signature: _____

Date: _____