



# **ENERGY COAST UTC**

## **ACCEPTABLE USER POLICY**

**2018-2020**

**Approved: Energy Coast UTC Governing Body**

**Signed: Chair of Governors**

**Date: 19 March 2018**

**Date for Review: March 2020**

**Revision History:**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Owner</b>	<b>Summary of Changes</b>
<b>0</b>	March 2016	LM	NEW
<b>1</b>	July 2016	LM	Clear statements added that staff must not engage in social media activity with current students or ex-students under 18. Students – similar statement.
<b>2</b>	March 2018		Statement revised to reflect staff /governors should not have friend relationship via social media with student or ex-student under age of 19
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## **1. RATIONALE**

Energy Coast UTC recognises the critical role that good access to IT facilities plays in the aim of the College to provide an outstanding education for its students. Energy Coast UTC will therefore allow all students, teachers, support staff and any other relevant members of the Energy Coast UTC community appropriate access to IT facilities, including the internet and social media. This Acceptable User Policy includes the use of IT, social media and the internet.

## **2. POLICY STATEMENT**

All such access to IT facilities, the internet and social media must be in support of educational activities and appropriate to the aims of Energy Coast UTC. The aims of this policy and agreements are to ensure that all students and staff are clear about what constitutes appropriate use of IT, the internet and social media, especially within Energy Coast UTC and when using UTC IT resources; that staff and students have confirmed that they will make appropriate use of such IT facilities, including the internet and social media; and that all users are aware of the possible consequences of inappropriate use, which could include temporary or permanent loss of access to IT facilities, or even result in serious disciplinary action being taken.

All students and staff who access the internet or social media from the Energy Coast UTC site, or using its IT resources when off site, must be aware that they are responsible for everything that takes place on their computers, tablets or mobile phones and that all activity, including use of the internet may be logged.

## **3. BENEFITS**

Access to the internet, email and social media will enable students and staff to:

- Explore exclusive sources of information to enhance the educational experience.
- Exchange personal communication with other internet or social media users around the world.
- Extend the curriculum and be included in initiatives relevant to their education and take part in global educational projects.
- Keep abreast of news and current events.
- Take part in live discussions and other events.
- Make links with experts.
- Publish and display work via websites.
- Access curriculum resources and exchange work with staff and other students.

## **4. EFFECTIVE USE**

Internet and social media access will be planned to enrich and extend learning. Students will make best use of the internet and social media if:

- They have been given clear objectives for using the internet or social media.
- They have been educated in responsible and effective internet or social media use.

- They are supervised when appropriate.
- They are encouraged to evaluate sources and discriminate between valid and inappropriate materials.
- They know how to copy, save and edit material from the internet or social media without infringing copyright and data protection.

## 5. SAFETY AND REPORTING MISUSE

Internet access from the Energy Coast UTC site is filtered and monitored. Access to inappropriate websites will be blocked, either on a website-by-website basis or by blocking inappropriate key words or phrases. Internet activity on the Energy Coast UTC site is monitored and logged and UTC IT equipment used off site may be checked for inappropriate use on its return.

In the case of tablets, students, parents and staff have a responsibility to act in accordance with the policy and associated guidance. Appropriate sanctions are in place and will be carried out in the event of misuse.

Staff must not use any existing personal social media accounts. Staff must set up new accounts specifically for posting and interaction via social media on behalf of Energy Coast UTC and submit the details for registration to the Network Manager.

**Staff /governors should not have friend relationship via social media with student or ex-student under age of 19, whether using their personal social media or UTC contact details. Such activity will result in disciplinary action.**

It is ultimately the responsibility of staff to ensure that they set and convey appropriate standards for IT social media and internet use. Staff and students should be aware at all times of the potential consequences of inappropriate use of the internet or social media, which could include loss of access to Energy Coast UTC IT facilities, disciplinary action and, in extreme cases where misuse could constitute a criminal offence (for example, an incident of cyber-bullying, a user accessing extreme pornography, accessing materials in relation to violent extremism or child sexual exploitation) will be reported to the appropriate Police authority and the Governing Body.

Any student who suspects misuse of the internet, social media or IT facilities must report this to their form tutor or classroom teacher in the first instance. Any member or staff who suspects misuse of the internet, social media or IT facilities must report this to their line manager in the first instance.

Any serious or potentially illegal misuse of the internet or IT facilities must be reported to the Principal, or, in the case of misuse by the Principal, to the Chair of Governors. If a child protection issue is suspected, a report should also be made to the Designated Safeguarding Lead.

These include:

Accessing pornography, cyber-bullying, accessing materials in relation to violent extremism or child sexual exploitation;

- On site use of internet and Energy Coast UTC IT facilities for personal financial gain;
- Damaging the reputation of the Energy Coast UTC through use of social media.

## **6. PERSONAL SECURITY GUIDELINES – STUDENTS**

- Students should never reveal personal information, either their own or others, such as home address, mobile and home telephone numbers and personal e-mail address.
- Students should only give their full name (first and family name) if they are confident that the internet site is a legitimate site that is relevant to their learning; if in doubt they should consult their teacher or other member of staff for advice.
- Students must not share passwords as this may allow others to misuse their accounts. If a student suspects that someone else knows their password, they should ask their form tutor or teacher to arrange for the password to be changed.
- Student must always log off when they finish using a computer or tablet. A computer or tablet should never be left unattended when the user is logged on.
- Students should always implement suitable security measures on personal devices such as a PIN code or password.
- Students must not download photographs of themselves or other students onto emails, social networking sites or websites unless their parent or carer has given permission to do so. Individual students should not be identifiable by name from such images. If in doubt, the issues should be discussed with a class teacher or other member of staff.
- Students must not use their mobile phones to take inappropriate photographs of fellow students or members of staff.
- Students should never arrange to meet anyone that they have made contact with online or via social media without discussing this with their parent or carer first. Students must always be aware that the author of an email or other internet/social media material may not be who they say they are. If a student is concerned about such chat rooms.
- Students must always report any inappropriate internet or social media content, or email messages to their teacher or other member of staff. Away from the Energy Coast UTC they should report such materials to their parent or carer. Concerns about chatrooms which may have a grooming element, should be reported to the Principal and the Designated Safeguarding Lead.
- Students must not leave portable devices such as tablets or phones unattended.
- Students must not take part in any activity that could be interpreted as cyber-bullying. This could include offensive email or social media messages, use of sexist, racist or homophobic language or posting offensive emails or offensive messages on social networking sites. Students should also remember that once an email has been sent or posted a comment or image on a website, they lose control of this material and it becomes open to misuse by others.

- Students must not engage in any activity using social media with staff of the UTC whether using the personal social media or UTC contact details of the member of staff. Such activity could result in disciplinary action being taken, including loss of access to IT facilities, a verbal or written warning, a letter or phone call home to parents/carers, detention or even exclusion.
- Students are reminded that misuse of the Energy Coast UTC's IT facilities, internet or social media to access inappropriate materials or for personal financial gain could result in disciplinary action being taken, including loss of access to IT facilities, a verbal or written warning, a letter or phone call home to parents/carers, detention or even exclusion.
- Students must be aware of examination board rules and regulations regarding plagiarism and not infringe copyright on any materials that they download from the internet

## 7. PERSONAL SECURITY GUIDELINES – STAFF

- Staff are advised to use their Energy Coast UTC email address for professional use and avoid using it for personal use in order to avoid accusations of misuse of Energy Coast UTC IT facilities.
- **Staff must not engage in any activity using social media with existing students or ex-students under the age of 18 whether using their personal social media or UTC contact details. Such activity will result in disciplinary action.**
- Staff should take care when sharing personal information; home address, personal telephone numbers and email addresses should be given with care. There should be exceptional circumstances which have been discussed with the Principal and/or the Designated Safeguarding Lead if private information is to be shared with a student.
- Staff must never allow others to use their accounts and should not reveal their password to others. If a member of staff suspects that someone else knows their account details or passwords, they should arrange with the Network Manager to have these changed.
- Staff must always log off or lock their computer when they finish working. A computer or tablet should never be left unattended when the user is logged on.
- Staff must always implement suitable security measures on portable devices such as a PIN or password.
- The Energy Coast UTC network, especially SIMS, can allow staff to have access to confidential and personal information regarding students and staff. Staff must ensure that such information remains confidential at all times and have due regard for Data Protection Act 1998.
- Staff must not use Energy Coast UTC IT facilities to access inappropriate internet content, for personal financial gain and must only access social networking sites for the purposes of enhancing the learning and teaching experience for students.

- Staff must be aware of copyright and ownership when they copy or download materials from the internet.
- Staff must not send photographs of students as email attachments or post photographs of students on websites unless they have permission to do this from students' parents or carers and the permission of the Principal. No student should be identifiable by name. All materials must represent the Energy Coast UTC in an appropriate way.
- Photographs of students must be taken using Energy Coast UTC equipment. Members of staff must not use their mobile phones to take photographs of students.
- Staff are reminded that misuse of the Energy Coast UTC's IT facilities, internet or social media to access inappropriate materials or for personal financial gain, or damaging the Energy Coast UTC's reputation in any way, could result in disciplinary action being taken, including loss of access to IT facilities, a verbal or written warning, suspension or dismissal according to Energy Coast UTC policy. Extreme cases of misuse and all illegal activity will be reported to the Governing Body and Police authorities.
- Staff have a duty to report all suspected misuse. This should be to their line manager in the first instance. Extreme misuse must always be reported to the Principal, or, in the case of the Principal, to the Chair of Governors. Any possible child protection issues, including those in relation to PREVENT and child sexual exploitation, must also be reported to the Designated Safeguarding Lead.

## **8. LINKS TO THE ANTI-BULLYING AND BEHAVIOUR POLICIES**

Students and staff are reminded that the guidelines and expectations for good conduct in and around Energy Coast UTC that are set out in these policies also apply to use of the Energy Coast UTC's IT facilities, the internet and social media.

## **9. PARENTAL SUPPORT**

Students could potentially have unsupervised internet or social media access at home or at other locations away from Energy Coast UTC. All parents or carers should be aware of the concerns and benefits of internet and social media use. Parents and carers are invited to contact the UTC at any time for advice on safe use of the internet and social media. Energy Coast UTC will also provide information for parents and carers, for example, through talks on internet safety and the safe use of social networking sites.

## **10. USAGE RULES AND GUIDELINES**

### **Privacy**

Energy Coast UTC will access student and staff UTC accounts and may review documents and log files in order to ensure that inappropriate use is not taking place. Energy Coast UTC equipment such as laptops, netbooks or tablets will be checked on return to ensure that it has been used appropriately.

## **Software**

Students and staff must not download, load or install software, shareware or freeware, or load any such software from USB pens without first consulting and obtaining permission from the Network Manager. All software installed must have an appropriate, current licence which must be provided to the Network Manager.

## **Sharing Files**

Students and staff must not copy other's work or intrude into other's files without permission. Copyright needs to be considered when copying or downloading any materials from the internet or portable media.

## **Back Up**

The Energy Coast UTC network is backed up daily by the automated backup systems, content can be restored up to 6 months prior.

Students and staff are also encouraged to make back up files for their work not held on the UTC network. Staff using personal portable devices such as tablets or phones should ensure suitable backup solutions are implemented and maintained.

## **Purchasing Hardware and Software**

The Network Manager should always be consulted before any hardware or software is purchased to ensure that it is compatible with the UTC network. Failure to do so may prevent this hardware or software from being installed on the network.

## **Device Protection**

The Energy Coast UTC network is protected against malicious attack or use by using various systems such as anti-virus software and firewalls. Care should also be taken when opening emails or attachments; please contact the Network Manager before opening any dubious email or attachment.

## **Inappropriate Materials or Language, Chat Rooms and Computer Games**

Abusive or impolite materials or language should not be used to communicate nor should such materials be accessed which are not in line with the Energy Coast UTC Behaviour Policy or Anti-Bullying Policy. A good rule is never to view, send or access materials which you would not want other students, staff or parents to see. If encountered, such materials should be immediately reported in accordance with this policy.

Students and staff should not access chat rooms from the Energy Coast UTC site unless such chat rooms have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

Staff and students should be aware of the dangers posed by chat rooms designed to groom young people as they pose a safeguarding risk to students. Any student or member of staff who is concerned about such chat rooms, whether these have been encountered inside or

outside of the UTC, should report them immediately to the Principal and the Designated Safeguarding Lead.

It is not appropriate for staff and students to play computer or internet games during the UTC day unless they have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

### **Theft, Vandalism and Wilful Damage to IT Facilities**

IT facilities represent a considerable financial investment to Energy Coast UTC. Theft and vandalism deplete the UTC's resources and are detrimental to the learning of students.

Students are expected to treat all IT facilities with respect. Staff should ensure that students are supervised when using IT facilities and that any incidents of theft or vandalism are challenged, recorded and dealt with in an appropriate manner.

It is important that IT facilities remain secure at all times. Rooms containing IT facilities, for example, must not be left unlocked and unsupervised during open days, Parents' evenings and other events when members of the public could be on site unsupervised.

### **Sanctions for Misuse of IT Facilities, the Internet or Social Media**

#### **Students**

Misuse could result in:

- A verbal warning.
- A detention.
- A letter or phone call home.
- Temporary loss of IT facilities.
- A fixed term exclusion.
- Permanent exclusion.

#### **Staff**

The misuse of IT facilities and the internet or social media by staff is a serious issue and may result in disciplinary action being taken. The Principal must be informed of all serious misuse of IT facilities, the internet or social media. The Chair of Governors must be informed if the Principal is suspected of such misuse

#### **Authorised Personnel**

The authorised personnel are:

- Principal/Vice Principal
- Network Manager

## **Student Monitoring**

Monitoring of student activity will be undertaken routinely as part of the UTC Safeguarding procedures using Impero. The authorised personnel are:

- Principal/Vice Principal
- Designated Safeguarding Lead
- Network Manager
- Team Leaders
- Classroom teachers during IT lesson

## **Staff Monitoring**

Monitoring of staff activity must be authorised by the Principal, or in their absence the Vice Principal. A random sample will be taken on a weekly basis. All other monitoring will be at the request of The Principal or Vice Principal where they have reason to believe the individual has acted inappropriately or contrary to their contract of employment.

Monitoring reports will be prepared by the Network Manager.

Reports will be classified **STRICTLY CONFIDENTIAL** and be submitted to the Principal or in their absence the Vice Principal.

## **ENERGY COAST UTC STUDENT IT, SOCIAL MEDIA AND INTERNET USE AGREEMENT**

The students of Energy Coast UTC recognise the great benefit that access to IT facilities, social media and the internet brings to learning. As a student at Energy Coast UTC I agree to use IT facilities, social media and the internet responsibly.

- I will only use my own login, email address and password, which I will not share with others.
- I will not give out personal information such as full name, home address, telephone numbers or personal email to anyone whose identity I cannot be certain of over the internet.
- I will not use anyone else's login, email address or password.
- I will not contact a member of UTC staff through any social media channel.
- I will not access anyone else's work on the UTC network without their permission.
- I will not download or install software, shareware or freeware on the Energy Coast UTC network either directly or via portable devices.
- I will not violate copyright laws or licensing agreements.
- I will avoid plagiarism by not passing off work downloaded from the internet as my own. I will give clear references to sources where I have downloaded someone else's work.
- I will use IT facilities, social media and the internet responsibly, in accordance with the Energy Coast UTC policy, for classwork and homework.
- I will not bring in disks and USB pens or other portable devices from home without permission.
- I will not attach any device to the Energy Coast UTC network which may contain files which breach copyright, data protection or other laws.
- I agree not to bring in IT hardware from outside of the Energy Coast UTC and use this hardware on the Energy Coast UTC network.
- I will not use my mobile phone in a lesson unless directed to do so by a member of staff.
- I will not play computer games or access social networking sites during the UTC day unless I have been directed to do so and they support my learning.
- I will not use the internet or social media without permission from a member of staff. I will log off from the internet or social media if I am asked to do so.
- I will not search, view, send or display offensive or time-wasting materials.
- I will not send offensive, threatening or time-wasting messages nor post inappropriate images on websites which could include use of sexist, racist or homophobic language.
- I will not try to access pornographic materials or materials relating to violent extremism.
- I will not use my mobile phone to take inappropriate images of fellow students or staff of the UTC.
- I will not download photographs of myself or other students onto emails, social networking sites or websites unless my parent/carer has given permission to do so and the Principal has given his/her approval.
- I will not use inappropriate chat rooms during the UTC day and will only access social networking websites during the UTC day when given permission by a teacher.
- I will not use the UTC's IT facilities for personal financial gain, gambling, political purposes, advertising or cause damage to the UTC's reputation.

- I will not access my personal 'home' email account unless given direct permission to do so in association with a task.
- I will not arrange to meet anyone I have met over the internet.
- I will notify the Principal or Designated Safeguarding Lead immediately if I am approached by someone in an internet chat room outside of UTC hours, who I do not know and who would like to meet me.
- I will inform a member of staff immediately if I encounter materials or messages that make me feel uncomfortable.
- I will inform a member of staff if I suspect someone else of misusing IT facilities, social media or the internet.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing handouts. I will only print in colour when this is essential to my learning. I understand that the UTC will monitor any printing that I do and may take action if this is excessive
- I will respect Energy Coast UTC resources and not damage or steal IT facilities.
- I understand that the UTC will check files and monitor the internet sites used by students.
- I understand that sanctions will be used if I misuse IT facilities, social media or the internet.
- I understand I am responsible for the use and care of any portable device intended for my personal use whilst a student at Energy Coast UTC.

I have read and understood the above statements and I agree to comply with the Energy Coast UTC rules for use of IT facilities, social media and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for them to use electronic mail, social media and the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet or social networking sites may be objectionable and I accept responsibility for setting standards for them to follow when selecting, sharing and exploring information and media.

**Parent/Carer signature:** \_\_\_\_\_

**Parent/Carer Name (printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE: Failure to return this document will result in loss of network privileges**

## **ENERGY COAST UTC STAFF IT, SOCIAL MEDIA AND INTERNET USE AGREEMENT**

The staff of Energy Coast UTC recognise the great benefit that access to IT facilities, social media and the internet bring to learning. As a member of staff at Energy Coast UTC I agree to use IT facilities, social media and the internet responsibly.

- I will keep my login, email address and password confidential. I will take care to ensure that others cannot use my accounts to access confidential information about students or staff by always logging off when I have finished work or locking my computer when it is left unattended.
- I will not use anyone else's login, email address or password.
- I will take care when giving out personal information, for example, to students and parents. I acknowledge there should be exceptional circumstances which I have discussed with the Principal and/or the Designated Safeguarding Lead if private information is to be shared with a student.
- **I will not have friend relationship via social media with student or ex-student under age of 19.**
- I will not use any personal social media accounts for Energy Coast UTC business.
- I will register with the Network Manager any new accounts specifically created for UTC business.
- I will not access anyone else's work on the UTC network without their permission.
- I will not use my mobile phone during lesson time.
- I will not download or install software, shareware or freeware onto the UTC network either directly or via portable devices without consulting the Network Manager.
- I will not violate copyright laws or licensing agreements.
- I will screen all USB pens, digital media and portable devices for malicious software before I download any files on to the network and take care when opening unknown email attachments.
- I will seek advice from the Network Manager if I am unsure about the safety of any such devices or attachments.
- I will not attach any device to the network which may contain files which breach copyright, data protection or other laws.
- I agree not to bring in IT hardware from outside of the UTC and use this hardware on the UTC network without appropriate authorisation from the Network Manager.
- I agree to use the IT facilities, social media and internet of the UTC only for work-related use during my working hours (excluding designated breaks).
- I will not search, view, send or display offensive materials such as pornography.
- I will not search, view, send or display materials in relation to violent extremism except as part of curriculum preparation and with the express consent of the Principal.
- I will not use the UTC's IT facilities for personal financial gain, gambling, political purposes, advertising, or to cause damage to the UTC's reputation.
- I will only access social networking sites to enhance the teaching and learning experience for students.
- I will not send offensive, threatening or time-wasting messages nor post inappropriate images on websites.

- All emails sent will be of a professional nature and appropriate to the intended audience.
- I will notify my line manager if I encounter materials or messages that are inappropriate to the work of the UTC.
- I will notify my line manager if I suspect someone else of misusing IT facilities, social media or the internet.
- I understand that I must inform the Principal immediately if I suspect another member of the UTC staff of serious or illegal misuse of IT facilities, social media or the internet. I will inform the Chair of Governors if that person is the Principal.
- I understand that I must also immediately inform the Designated Safeguarding Lead if this misuse may be a child protection issue, including issues related to PREVENT or child sexual exploitation.
- I will ensure that all students under my supervision use IT facilities, social media and the internet appropriately to support learning. I will challenge and report any misuse.
- I agree to plan the use of IT facilities to best support students' learning. I will follow all relevant booking procedures when requesting to use IT facilities.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing hand-outs.
- I will ensure that I follow relevant Health and Safety regulations when using IT facilities such as not looking in to the light beam from a projector and not leaving students unsupervised around projectors.
- I will ensure that IT facilities are left in a fit state for the next person or class to use them
- I will ensure any personal device allocated to me is brought to the UTC ready for use.
- I understand I am responsible for the use and care of any personal device allocated to me whilst a member of staff at Energy Coast UTC.
- I understand that I am responsible for the safekeeping of any IT equipment which I use, including such equipment which I may take off site. I will not remove IT equipment from the site without signing it out from the Network Manager.
- I understand that the UTC may check files and monitor the internet sites used by staff.
- I understand that serious misuse of IT facilities, social media and the internet could result in disciplinary action being taken against me.

I have read and understood the above statements and I agree to comply with the Energy Coast UTC rules for use of IT facilities, social media and the internet. I understand that failure to do this could result in disciplinary action being taken against me.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_