



Tamworth Enterprise Academy  
Student e safety policy

Adopted and ratified by the Governing Body of on:	11 <sup>th</sup> July 2013
Policy to be reviewed on:	July 2015
As defined by the AET Governance and Accountability Framework (ARCI)  Accountability:	AET Board
Responsibility	ST/MA

## TEC STUDENT E-SAFETY CHARTER

*Parents/Carers please note: This document contains excerpts from and references to the AET Academy e-safety Policy. Please familiarise yourself with this document prior to signing below.*

### 1.1 INTRODUCTION

The Internet, Intranet, e-mail, messaging systems and related technologies can be extremely valuable tools in an educational context, encouraging the development of communication skills, and transforming the learning process by opening up possibilities that, conventionally, would be impossible to achieve. The Academy encourages the use of electronic mail as a medium for paper mail replacement and as a means of enhancing communications.

Creating a safe ICT learning environment includes three main elements at the Academy:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- Access to e-Safety information for students, staff, parents and carers and other users;

All students should be familiar with the Academy e-Safety policy including:

- E-mail, messaging and digital communication (social networking) use;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones, digital cameras and video cameras;
- Publication of pupil information/photographs and use of the Intranet and the Academy website;
- e-Bullying and Cyber-bullying procedures as per the Anti-bullying policy;
- Their role in accessing e-Safety information;

Students can seek further advice from the e safety officer Mrs A Blount.

## 2. MISUSE

The Internet, Intranet, email, messaging systems and related technologies must not be used for knowingly viewing, transmitting, retrieving, downloading or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene or pornographic;
- Defamatory, threatening or seen as cyber bullying;
- Illegal or contrary to the Academy's policy or business interests;
- Subject to Copyright such as music, software or films;
- Likely to cause network congestion or significantly hamper access for other users;
- Any of the above, specifically using mobile devices or similar technologies to store or upload any such materials to the public domain (social networking sites) or to other devices;
- Students may only play appropriate web based educational games during break or lunch times and must not install any games to the network.
- Students may only use Academy provided messaging systems at appropriate times if indicated by the teacher or during break or lunch time.

Students must not:

- Deface equipment belonging to the Academy;
- Vandalise Academy equipment, for example remove mouse balls/buttons, remove front plates to disk drives, damage keyboards;
- Load executable files or use those files to gain access to unauthorised areas of the network. For example gaining access to File Manager or Explorer.
- Seek/attempt illegal access to another user's area;
- Change the settings of stations, for example screen displays; desktop images;
- USB drives or any removable storage devices unless regularly checked for viruses.

### 3. Use at home

Students accessing the Internet from home whilst using an Academy owned computer or mobile device, or through Academy owned connections such as the Remote Desktop Connection (Home Link) must adhere to the policies set out in this document.

Family members or other 'non-academy' users must not be allowed to access the Academy's computer system or use the Academy's computer facilities, without the formal agreement of the Principal.

### 4. AGREEMENT

The student named below agrees to adhere to the Academy e-Safety Policy. Any breaches of this policy may result in his/her removal from the network for a sustained period of time depending on the severity of the offence.

Removal of Internet or computer access may ultimately prevent access to files held on the system, including student files or student examination coursework.

Academy monitors all aspects of ICT usage within the Academy. All content must be polite and the Academy will monitor all usage including email and messages and may access or intercept this information.

**I have read and understood the above rules and agree to comply with them throughout my time at the Academy.**

**Student Name:**

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**Student Signature:**

**Date:**

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**Parent/Carer Signature:**

**Date:**



