



Leigh Academy
Longfield

Acceptable Use of Technology Policy

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Acceptable Use of Technology Policy (AUP)

This policy applies to all students, in all years, including students who may be temporarily visiting or on fixed-term placements. It applies at all times when using any technology or ICT services provided by the Academy. This document may be referred to as “Acceptable Use Policy” or “AUP” hereafter.

Student Acceptable Use of Technology Policy

Learning

- I know that Leigh Academy Longfield computers, devices (including Chromebooks) and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- When accessing any academy systems from home (such as completing homework on my Chromebook) I will continue to abide by the acceptable use policy.
- I will abide fully by the Academy’s policy on mobile phones and personal devices.

Safe

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know that my use of Leigh Academy Longfield devices and systems can be monitored, at home and at school, to protect me and to ensure I comply with the acceptable use policy.
- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts.

Privacy & Security

- I will keep my passwords private and not disclose them to anybody else.
- I will not allow another person to access or make any use of my account.
- I understand that I will be held accountable for any actions undertaken on my account, and will take all appropriate steps to ensure access is not possible (e.g. I will not leave the device unattended).
- I will always check my privacy settings are safe and private.
- I will think carefully before I share personal information online and seek advice from an adult.

Responsible

- I will not access, or attempt to access, any other users’ accounts.
- I will not attempt to photograph or in any way record another person without their permission.
- I will not attempt to change other people's files, accounts, or information in any way.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I know I must respect the Leigh Academy Longfield systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I will not misuse technology to go off-task during lessons, or distract other learners.
- I will not attempt to make any changes to settings on Academy technology.
- I know that use of the Leigh Academy Longfield ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the Leigh Academy Longfield internet filter is there to protect me, and I will not try to bypass it or in any way disable its ability to operate.
- I know that Leigh Academy Longfield may use enhanced monitoring approaches, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that the academy is entitled to sanction any inappropriate conduct inline with the behaviour policy. I understand that online actions may have offline consequences.

Kind

- I know that bullying in any form (on and offline) is not tolerated; technology should not be used for any form of abuse or harassment. I understand that any online bullying will be investigated and sanctioned in the same way that any offline incidents would be.
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Leigh Academy Longfield community.
- I will always think before I post as text, photos or videos can become public and impossible to delete.
- I will not use technology to be unkind to people.

Legal

- I know cybercrime can be a criminal offence, for example gaining unauthorised access to systems ('hacking') and making, supplying or obtaining malware.
- I know it can be a criminal offence to send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the Leigh Academy Longfield policy to download or share inappropriate pictures, videos, or other material online. I also understand that in some situations, involving the police or other authority may be necessary.

Reliable

- I will always check that any information I use online is reliable and accurate.
- I will not knowingly or deliberately post/share misleading information.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.

Report

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- If I know that my account has been compromised, or that anyone else may know my login details, I will report it immediately.
- I will report any damage to technology immediately.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these expectations with my parents/carers.

All members of the Leigh Academy Longfield community are reminded that any use of technology must be consistent with both academy and Trust policy and ethos, in addition to being compliant with law.

Remote Learning Acceptable Use of Technology Policy

The following statements serve to enhance those from the main AUP above, with specific regard to expected conduct when accessing any remote/online education. For example, in the event that student(s) are working from home due to COVID-19 related closures, partial closures or isolation.

1. I understand that:
 - These expectations are in place to help keep me safe when I am learning at home using any Leigh Academy Longfield provided system, such as Google Classroom, Google Meet etc.
 - My use of Leigh Academy Longfield systems is monitored to help keep me safe, as per the above AUP statements.
 - My use of my Google account is monitored to help keep me safe and I understand a Google Meet call may be recorded.
2. Only members of the Leigh Academy Longfield community are permitted to access these systems.
 - I will only use my Leigh Academy Longfield provided email account to access remote learning.
 - I will not share my login/password with others.
 - I will not share any access links to remote learning sessions with others.
 - I will not in any way attempt to give access to my account, or any Leigh Academy Longfield systems, to any other person.
3. When taking part in remote/online learning I will behave as I would in the classroom, and comply with all of the academy behaviour policies as standard. These include, but are not limited to;
 - Following all academy behaviour expectations.
 - Using appropriate language at all times.
 - Giving the teacher my full attention during the session.
 - Not attempting to disrupt the session.
 - Following instructions given by the teacher and completing tasks as directed.
 - Only joining classes where my attendance is expected.
4. Specifically when taking part in any live sessions, I will:
 - Wear appropriate clothing and be in a suitable location.
 - Mute my microphone.
 - Ensure my video is switched off.
 - Press the “raise hand” button if I wish to ask the teacher a question.
 - Not taking any screenshots or video recordings of the session.
 - Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
5. I understand that inappropriate behaviour during remote/online learning will not be tolerated, and will be sanctioned in line with the academy behaviour policy.
6. If I am concerned about anything that takes place during remote/online learning, I will speak with a trusted adult (e.g. parent/carer), or contact the academy safeguarding team.

Students with Special Educational Needs and Disabilities (SEND)

The following statements are specifically tailored to students who have Special Educational Needs and Disabilities (SEND). These do not replace the intent of the above statements, they instead serve to aid understanding and access.

Safe

- I use kind words on the internet.
- I keep my information private on the internet.
- I am careful if I share photos online.
- I know that if I do not follow the Leigh Academy Longfield rules then I may be sanctioned in-line with the school behaviour policy.

Meeting

- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I will tell an adult.

Accepting

- I do not open messages or emails from strangers.
- I check web links to make sure they are safe.

Reliable

- I make good choices on the computer.
- I make good choices on the internet.
- I check the information I see online, in case it is not real.

Tell

- If someone is mean online, then I will not reply. I will save the message and show it to an adult.
- If I see anything online that I do not like, I will tell an adult.
- If something I see online upsets me, I will tell an adult.

Chromebook Acceptable Use Agreement

The Leigh Academy Longfield 1:1 Chromebook Scheme provides students with a chromebook giving them access to a range of e-learning tools and resources to assist and enhance their learning at the academy and at home. All parties involved (students, parents/carers and the Academy) must agree with all of the terms and conditions outlined in the LAT Chromebook Loan Agreement, as well as the Acceptable Use Agreement below to participate in the scheme.

Student Agreement

- Take care of my Chromebook at all times.
- Not uploading and changing the Google Account Profile Picture.
- Bring my Chromebook to the Academy every day, fully charged. I acknowledge that If I forget to bring it into the Academy, this might impede my ability to access the planned activities of that lesson and I will be sanctioned.
- Not leave my Chromebook charging excessively as this will ruin the battery life.
- Always keep my Chromebook safe and store it in an appropriate carry case when outside of my class (we would recommend getting a small case for safe storage).
- Only take my Chromebook (and headphones) out during lessons time when directed or at home - never during social times, when walking between classes or when travelling to and from Academy.
- Understand and accept that if a teacher asks me to put my Chromebook and headphones away, I must do so immediately
- Only use programs/apps/websites on my chromebook that my teacher has agreed I can use in the lessons.
- Not use my Chromebook to take photographs or record audio or video footage unless explicitly instructed to do so by my teacher with the permission of those involved.
- Never access inappropriate or unauthorised content on my Chromebook, including social media. I understand this could result in confiscation by a senior member of staff.
- Any anti-social behaviour: harassment, intimidation or bullying behaviour via chromebooks will be dealt with in line with the Academy behaviour policy.
- Not remove any security markings or serial number labels.
- Not deface the Chromebook in any way or subject it to graffiti, including any personalisation or stickers.
- Never reveal my password to anyone else with the exception of a parent or a carer.
- Never allow anyone else to use my Chromebook; I understand that I am solely responsible for any material which is accessed, downloaded or generated on my Chromebook.
- Accept there will be a sanction in place if I am distracted by or misusing the Chromebook in class and I will be asked to have the screen flat on the table for the teacher to see.
- Not attempt to circumvent any filtering mechanisms. Deliberate attempts to visit unsuitable sites may result in suspension of Internet access.
- Not attempt to access or hack into secure or protected sites within the Trust or beyond including those that can run cyber attacks and understand that such cyber activity is illegal and can lead to prosecution if reported by the Academy.
- Not attempt to repair or reset my Chromebook if it stops working in any way, either by myself or through any other means. I will report any technical problems to Student Services.
- Immediately report any damage, loss or theft which happens in the academy to my college admin.
- Understand that chargers are not included in the main management of the device. If I lose or damage my charger I will be required to purchase a replacement charger.
- Not misuse emails to inappropriately contact another person.
- Recognise that staff will not be required to respond to any queries through the Google Classroom outside of Academy Day hours.
- Recognise that my Google Classroom account, or my Google account, is not to be used by a parent / carer to contact members of staff.

Parent/Carer AUP Acknowledgement

1. I have read and discussed Leigh Academy Longfield's acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of Leigh Academy Longfield devices and systems on site and at home including the use of Chromebooks, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another student, could have repercussions for the orderly running of the Leigh Academy Longfield, if a student is identifiable as a member of Leigh Academy Longfield, or if the behaviour could adversely affect the reputation of Leigh Academy Longfield.
3. I am aware that any use of Leigh Academy Longfield devices and systems are appropriately filtered and may be monitored for safety and security reasons to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the Leigh Academy Longfield mobile and smart technology policy states that my child cannot use personal devices and mobile and smart technology on site.
5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the Leigh Academy Longfield is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the remote learning AUP.
6. I understand that Leigh Academy Longfield will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use Leigh Academy Longfield devices and systems. I understand that the Leigh Academy Longfield cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.
7. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the Leigh Academy Longfield community, or content that could adversely affect the reputation of Leigh Academy Longfield.
8. I understand that Leigh Academy Longfield will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.
9. I will inform Leigh Academy Longfield (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of Leigh Academy Longfield community's safety online.
10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet.
11. I understand my role and responsibility in supporting Leigh Academy Longfield online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
12. I am aware, and understand, that the Academy may review and alter this policy at any time in the interests of maintaining a safe environment for learners.