

# Student Acceptable Use Policy

Camborne Science and International Academy



<b>Approved by:</b>	Governors' Policy Committee	<b>Date:</b> 10 <sup>th</sup> July 2020
---------------------	-----------------------------	---

<b>Last reviewed on:</b>	25 <sup>th</sup> April 2019
--------------------------	-----------------------------

<b>Next review due by:</b>	July 2021	<b>Author:</b> T. Stuka
----------------------------	-----------	-------------------------

All CSIA policies are reviewed by the Governors' Policy Committee (which meets termly), according to a fixed schedule. On extremely rare occasions, there may be circumstances where an event (for example, a change in legislation/national guidance), necessitates a policy being amended immediately, outside of this schedule. Where this is necessary, the Principal will seek permission from the Chair of the Governors' Policy Committee, to amend the policy immediately. The Principal will then confirm details of any amendments with all members of the committee by email and the policy will be reviewed at the next scheduled meeting of the committee.

### **Meeting your communication needs:**

*We want to ensure that your needs are met, if you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the HR office, telephone: 01209 712280 or email: [enquiries@CamborneScience.co.uk](mailto:enquiries@CamborneScience.co.uk)*

## **Guidelines for Students**

The Academy has provided computers for use by students as an important tool for learning. Use of Academy devices (including but not limited to, desktop PC's, laptops, tablets) by students, is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy, and direct any questions or concerns to your form tutor or relevant pastoral support worker in the first instance.

All students have a responsibility to use the Academy's computer system in an educational, lawful, and ethical manner. Deliberate abuse of the Academy's computer system will be dealt with according to the Academy's disciplinary code.

Please note that use of the Academy network is intended to be as permissive and flexible as possible under current UK legislation. This policy is not intended to arbitrarily limit the ways in which you can use the system, but to ensure compliance with the legal responsibilities of the Academy and students, to safeguard the reputation of the Academy, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

## Computer Security and Data Protection

- ✓ You will be provided with a personal account for accessing the computer system, with your own username and password. This account will be tailored to the level of access you require, and is for your use only. As such, you must not disclose your password to anyone,
- ✓ Passwords set upon first login need to meet the Academy complexity requirements which are currently a minimum length of **10 characters, contain at least one capital letter and one numerical value**. Passwords will expire after **1 year** and you will be reminded **7 days** in advance of expiration.
- ✓ **You must not** allow another student to have individual use of your account under any circumstances, for any length of time, even if supervised.
- ✓ When leaving a computer unattended, you must ensure you have either **logged off** your account, or **locked** the computer to prevent anyone using your account in your absence.
- ✓ **You must not** transmit any sensitive or personal information about staff or students via e-mail without the data being encrypted by a method approved by the Academy.

## Personal Use

Use of the Academy network for storage of personal files is **prohibited** and any such files identified will be **removed** without notice.

## Use of your own Equipment

- ✓ **You must not** connect personal computer equipment to the Academy computer equipment without prior approval from IT Support Staff.
- ✓ The use of removable USB storage devices is **forbidden**. If you require access to files offsite you can use your Google Account. Please contact IT Support for assistance or guidance in this matter.

## Conduct

- ✓ **You must** at all times conduct your computer usage appropriately, which includes being polite and using the system in a safe, legal and education appropriate manner. Among uses that are considered unacceptable are the following:
  - Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
  - Making ethnic, sexual-preference, or gender-related slurs or jokes.
- ✓ **You must** respect, and not attempt to bypass, security or access restrictions in place on the computer system.
- ✓ **You must not** intentionally damage, vandalise, disable, or otherwise harm the operation of computers.
- ✓ **You must not** under any circumstances introduce executable files (e.g. '.exe, .cmd, .bat') to the network. This includes but is not limited to copying such files onto shared network drives and running them from a USB memory stick.
- ✓ **You must not** introduce music and video files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi'). These files are often large in size and in many cases are copyrighted materials.
- ✓ **You must** make efforts **not** to intentionally waste resources. Examples of resource wastage include:
  - Excessive downloading of material from the Internet;
  - Excessive storage of unnecessary files on the network storage areas;
  - Use of Academy printers to print material that has **not** been authorised by a member of staff in or out of a lesson.
- ✓ **You must not** eat or drink around computer equipment.

## Use of E-mail

All students with a computer account are provided with an e-mail address for communication both internally and with other e-mail users outside the Academy. The following considerations must be made when communicating by e-mail:

- ✓ E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way. Copies of e-mails may therefore have to be made available to third parties. You must be cautious when sending both internal and external mails.
- ✓ E-mail to outside organisations has the same power to create a binding contract as hardcopy documents. Check e-mail carefully, always use a spell checker.
- ✓ E-mail is not a secure method of communication, and can be easily copied, forwarded and archived. Unless explicitly authorised to do so, you must not send, transmit, or otherwise distribute proprietary information, copyrighted material, trade secrets, or other confidential information belonging to the Academy.
- ✓ Having an external e-mail address may lead to receipt of unsolicited e-mail containing offensive and/or sexually explicit content. The Academy will take measures to minimise the receipt and impact of such content, but cannot be held responsible for material viewed or received by users from the Internet.
- ✓ **You must not** send chain letters or unsolicited commercial e-mail (also known as SPAM).
- ✓ Students using e-mail should do so in an education appropriate manner, this means you;
  - **Must not** use the Academy e-mail system as a form of instant messaging to other students.
  - **Must not** send anything other than education related content, such as homework etc.
  - **Must not** send any offensive e-mails as described in the “**Conduct**” section above.

## Privacy

- ✓ Use of the Academy computer system, including your e-mail account and storage areas provided for your use, may be subject to monitoring by the Academy to ensure compliance with this Acceptable Use Policy and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the Academy does keep a complete record of sites visited on the Internet by students, however, usernames and passwords used on those sites are NOT monitored or recorded.
- ✓ You must **NOT** store sensitive personal information on the Academy computer system that is unrelated to Academy activities (such as personal passwords, photographs, digital music, digital films or financial information).
- ✓ The Academy may also use measures to audit use of computer systems for performance and diagnostic purposes.
- ✓ Use of the Academy computer system indicates your consent to the above described monitoring taking place.

## Confidentiality and Copyright

- ✓ Respect the work and ownership rights of people outside the Academy, as well as other students.
- ✓ You are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the Academy computer system or the Internet are not marked with the copyright symbol ©, you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.
- ✓ By storing or creating any personal documents or files on the Academy computer system, you grant the Academy a non-exclusive, universal, perpetual, irrevocable, and royalty-free license to use, copy, and distribute those documents or files in any way the Academy sees fit.

## **Reporting Problems with the Computer System**

It is the job of the IT Network Manager to ensure that the Academy computer system is working optimally at all times and that any faults are rectified as soon as possible. To this end:

- ✓ You should report any problems that need attention to a member of staff as soon as possible.
- ✓ If you suspect your computer has been affected by a virus or other malware, you must report this to a member of staff immediately.
- ✓ If you have lost documents or files, you should report this to a member of staff as soon as possible. The longer a data loss problem goes unreported, the lesser the chances of your data being recoverable.

## **Reporting Breaches of this Policy**

All students have a duty to ensure this Acceptable Use Policy is followed. You must immediately inform a member of staff, of abuse of any part of the computer system. In particular, you should report:

- ✓ any websites accessible from within the Academy that you feel are unsuitable;
- ✓ any inappropriate content suspected to be stored on the computer system. This may be contained in e-mail, documents, pictures, etc.
- ✓ any breaches, or attempted breaches, of computer security

## Respecting Resource Limits & Retention

- ✓ Student user accounts for leavers or students no longer on role will be disabled on the last day of service. The data files relating to this account will be retained for **18 months**.
- ✓ E-mail messages that are routine or of a short term facilitative nature should be deleted when reference ceases, as distinct from ongoing business records such as policy or operational records.
- ✓ E-mail messages that are older than **2 years** are removed from the end users account automatically unless otherwise agreed by the Principal.
- ✓ Emails in the “**Deleted Items, Junk & Spam**” folder(s) are removed after **30 days** automatically.
- ✓ Retention of e-mail messages fills up large amounts of storage space on the network and can slow down performance. As few messages as possible should be maintained in a user’s mail box.
- ✓ Consider the file size of an attachment, files exceeding **2MB** in size are generally considered to be excessively large and you should consider using other methods to transfer such files.
- ✓ **Students are responsible** for performing routine maintenance (when practically possible) on network areas, this includes
  - Removing old and unused files/folders/shortcuts.
  - Moving large files to Google Drive account (unlimited storage).
  - Emptying the recycle bin periodically.



## Review and Evaluation

This policy will be reviewed regularly and in response to any changes affecting the basis of the original risk assessment, for example: significant security incidents, new vulnerabilities and significant changes to the organisation or technical infrastructure. Changes to this policy will be communicated to all students.

## Notes

"Sensitive personal information" is defined as information about an individual that is protected by law under **GDPR**. Examples of such data include addresses and contact details of individuals, dates of birth. This list is not exhaustive. Further information can be found in the Academy's Data Protection Policies.

Document Control		
Date	Revision/Amendment Details & Reason	Author

