



# Acceptable Usage Policy For Digital Devices

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# Acceptable Usage Policy for Digital Devices

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**This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy.**

## **Introduction**

Mounts Bay Academy (“The Academy”) may grant a licence to use Digital Devices to staff and students for the purpose of offering access to a vast amount of information and tools to enhance and transform learning (“**the Purpose**”).

This policy outlines the acceptable use of the Academy’s Digital Devices. The Digital Devices are provided and maintained for the educational benefit of the whole Academy community, and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. Remember that inappropriate use will result in disciplinary sanctions.

The Academy’s staff and students are expected to have regard to this policy at all times to protect its Digital Devices from unauthorised access and harm.

## **Scope**

This policy covers all students attending the Academy and all staff, including part-time and fixed-term employees (collectively known as “staff” in this policy).

All parents and guardians signing this policy on behalf of students agree that they will have overall responsibility for ensuring safe and appropriate use of the Digital Device and compliance with this policy, including use of the Digital Device through wireless Internet connections at the student’s home.

## **Equipment**

Equipment covers ‘Any digital device’ used on the school premises, whether school owned or personal.

All staff and students agree:

- To always get permission from the IT Support Team before installing, attempting to install or storing programs of any type on the Digital Devices owned by the Academy. Staff may install any suitable educational Apps, that have been checked and approved by the IT Support Team on the Digital Devices as long as there is sufficient space for learning materials and work files. Students will be supplied Apps by the Academy.
- Staff must not remove any core Apps from their Digital Devices as installed by the Academy.
- Not to do anything damaging, disabling, or otherwise harming to the operation of Digital Devices, or intentionally wasting resources that puts your work at risk, and will cut short your time with the Academy’s Digital Devices.
- To only use the Academy’s Digital Devices for the Purpose.

- Activities such as buying or selling goods, using personal email accounts, using social media sites (other than in relation to the Purpose) and accessing non-educational websites (which will be determined in the Academy's sole discretion) are inappropriate and prohibited.
- In the case of Digital Devices running Microsoft Windows, to have full anti-virus and anti-spyware software installed at all times before connecting to the Academy network. Any such device must be checked by the IT Support Team before being used within the Academy.
- To protect the Digital Devices from spillages by eating or drinking well away from any Digital Devices.
- To only use the Digital Device with the Academy supplied case, including the screen-protector.
- To take due care to protect the Digital Devices from damage, recognising that such damage will incur costs to the Academy and a contribution may have to be made to cover these, according to the terms within this agreement.
- In the case of personal devices enabled with 3G, 4G or other mobile internet access, to use them in a manner that follows all aspects of this policy. Students may not use any device, other than the supplied Digital Devices, whilst on Academy property.
- In the case of mobile Digital Devices, that they are responsible for ensuring that all work is backed up on a daily basis to Apple iCloud or Microsoft OneDrive. The Academy takes no responsibility for work lost as a result of the user not following backup procedures.
- If they wish to use the Internet at home, that they will be responsible for arranging their own internet connection. The Academy provides full filtering of Internet access at all times on the Digital Devices.
- To use Digital Devices appropriately at all times, whether at home or at the Academy. The Academy reserves the right to examine devices at any time. All Internet traffic will be logged and monitored at all times.
- Students and staff may use the **Digital Devices owned by the Academy** and connect to the Mounts Bay Academy network. Staff may also use the computers provided by the Academy.
- Staff may also use computers provided by the Academy. If staff use their personal laptops or other Digital Devices, they may only access Academy resources via a web browser and may not download any documents or data to their device.
- Not to use personal digital devices, including mobile phones, within the school buildings, classroom and corridors or anywhere within the school premises at any time.

## Student Learning Devices

### Background

The Digital Devices provided for the students at Mounts Bay Academy are provided under usage conditions, as defined in this Acceptable Use Policy (AUP).

The device will be entrusted to parents/guardians who will be overall responsible for the iPad and will be granted a licence to loan the same to their student child on receipt of a signed copy of this AUP.

For the avoidance of doubt, the device shall at all times remain the property of the Academy and the student is only permitted to use the Digital Device for the 'Purpose'.

The primary 'Purpose' of the iPads is as a tool for learning.

## **Academy Control**

The Academy reserves the right to remotely install a range of Software Applications (Apps) to be present on the Digital Devices at all times, as well as defining a list of apps, or class of apps that may not be present on the Digital Device under any circumstances.

## **Apps**

### **Apps that MUST be present on the Academy Digital Devices at all times:**

Mounts Bay Academy will install certain apps onto your Digital Device for you. You must not uninstall or remove these under any circumstances.

There will be a range of other apps available to you via the Digital Devices Management System. You can install any of these you find useful, however if you run out of space on your Digital Device, these must be the first to consider deleting.

You may not install any other apps on your Digital Devices, even in the event of a system failure that enables the App Store. If you do this, your Digital Devices will be removed for wiping and reinstalling.

Your Digital Devices must be set up with the Managed ID supplied.

Your Digital Device must be set up to receive emails as required by the Academy, as well as key learning apps. These may change each year and staff and students will be informed at the end of the year.

### **Apps that MUST NOT be present at any time on any Academy Digital Devices:**

Many of these services can be accessed via web pages that are blocked by the Academy.

- Social media apps (unless listed on the school website)
- Ki, Snapchat and other messaging apps
- Video chat apps, other than Facetime and Teams where permitted. Staff may also use Zoom if a Teams meeting is not available.
- Any browser other than Safari or Microsoft Edge
- Apps that disable iCloud backups
- Streaming music apps may be installed on staff Digital Devices to provide music for learning activities but such content MUST be downloaded outside of school and cached locally.

The Academy will scan Digital Devices for inappropriate use and appropriate disciplinary action taken. Parents will be given full access to inappropriate web browsing activity, even when attempts at accessing such content are blocked.

## **Parental Control**

Parents should know the Digital Device screen-lock code at all times. Where a student refuses to supply such a code, the IT team can remotely remove it.

## **Digital Devices rules:**

Digital Devices should only be used for tasks appropriate to lessons or learning activities as follows:

- Each Digital Device will be recorded and logged to an individual student with a unique reference number.
- The Academy's Digital Devices must have a lock code enabled.
- Digital Devices are covered under the Academy's insurance for damage and theft only. The **Digital Devices Rules MUST be followed** as a condition of the insurance.
- The Digital Devices **MUST be in the complete, supplied case at all times.**
- The Academy reserves the right to check students for any breach of the rules.
- **The student will:**
  - Be responsible for the care and safe keeping of their Digital Devices at all times
  - Share their Digital Device screen-lock passcode with their parents/guardians and permit them access to review work, read school newsletters and oversee the safe and proper use of the device.
  - Ensure that there is enough free space on their Digital Devices to store any work that they may be asked to do.
  - Bring their Digital Devices into the Academy each morning fully charged and ready for use in lessons. Parents/guardians agree that they will ensure that Digital Devices are charged overnight in a public place in the student's home.
  - Hand their Digital Devices to the teacher when leaving the classroom during a lesson, unless otherwise instructed by the teacher.
  - Place the Digital Devices in a recognised secure place (such as a locker) should the student need to leave it unattended.
  - Report a missing Digital Device to the police within 24 hours, if a Digital Device is lost or stolen, and obtain an incident number, which must be supplied immediately to the academy.
  - Report any damaged, lost or theft of the Digital Device to the Academy within 7 days.
- **The student will not:**
  - Use the Digital Devices outside the main building without supervision by a member of teaching staff.
  - Use the Digital Devices during break and lunch times without permission from a member of teaching staff.
  - Use the Digital Devices in a public place, as this increases the chances of theft.

- Take the Digital Devices to a non-approved external repair company as it will invalidate the warranty and we cannot guarantee the quality of repairs.
- Leave the Digital Devices unattended: in school (unless it is held in a secure place), in a public place or in plain sight within any vehicle.
- Charges
  - A table of charges for damages to the Digital Device, or the loss or damage of any accessories, will be published each year by the Academy. In the event of the Digital Device being damaged when not in any supplied, complete and protective case, the full cost of any repairs will be charged.
  - There will be a charge (at the discretion of the Academy) up to the full value of a replacement Digital Device if it is lost or wilfully damaged.
  - The above charges will also apply if your child causes damage to another student's Digital Device.
  - A charge for the full purchase cost will be levied for uninsured loss, malicious damage and/or failure to return a Digital Device after a student has left the academy.

## **Security and Privacy**

### **You agree:**

- To protect work by keeping passwords confidential and changing when instructed by the Academy.
- To never use someone else's login name or password or allow your login name or password to be used by anyone else.
- To always be wary about revealing your home address, telephone number, Academy name, or picture to people you meet on the Internet.
- That other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security of the Digital Devices; attempting to bypass or alter the settings may put you or your work at risk.
- To treat computer storage areas like a locker. IT Support Team staff may review your files and communications to ensure that you are using the system responsibly. Concerns will be reported to SLT as a matter of routine.
- To ensure that the lock activates automatically after a short period of time when any Digital Device is not in use.
- If the Digital Device is left unattended, to ensure that the device lock is activated.
- To notify the Academy immediately if the Digital Device becomes lost or stolen.

## **Internet**

### **You agree:**

- To only access the Internet for learning and educational activities, unless otherwise authorised by the IT Support Team.
- To only access suitable learning material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted and may result in the relevant authorities being contacted.

- To respect the work and ownership rights of people outside the Academy, as well as other students or staff. This includes abiding by copyright laws.
- To not access any web page or any files (whether documents, images or other) downloaded from the internet which could, in any way, be regarded as illegal, offensive, in bad taste or immoral. As a general rule, if any person might be offended by the contents of a page then viewing it will be a breach of this policy.

## Email

Staff and students agree:

- to be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- to not send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory emails. Anyone who feels that they have been harassed or bullied or are offended by material received in an email should inform the IT Support Team immediately.
- to return wrongly-delivered emails to the sender.
- to take care with the content of email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract. You should assume that email messages may be read by others and not include anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain.
- to only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could harm the security and safety of the Academy network. If you are aware that any attachment contains a virus, you should notify the IT Support Team immediately.
- if you receive an email containing material of a violent, dangerous, racist, or inappropriate content, to always report such messages to a member of the IT Support Team. The sending or receiving of an email containing content likely to be unsuitable for Academies is strictly forbidden.

In general, staff and students should not:

- send or forward emails which they would not want a third party to read.
- send or forward chain mail, junk mail, cartoons, jokes or gossip.
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding emails.
- agree to terms, enter into contractual commitments or make representations by email unless authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written at the end of a letter.
- download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this.
- send messages from another user's Digital Device or under an assumed name unless authorised.
- send confidential messages via email or the internet, or by other means of external communication which are known not to be secure.



## Social Media

The Academy recognises that the Internet provides a unique opportunity to learn by participating in interactive discussions and share information on a particular topic using a wide variety of social media, such as FaceBook, Instagram and the like. However, the use of social media can pose risks to the Academy's proprietary information, reputation and may jeopardise its compliance with legal obligations. To minimise these risks, we expect staff and students to adhere to this policy. Staff and students should not use social media in any way that would breach this policy and agree to immediately remove any content that breaches this policy, even when added to a personal social media account outside of the Academy.

All staff and students agree:

- That they are personally responsible for the content they communicate on social media platforms.
- Not to post comments about the Academy's performance on social media platforms.
- Not to post any inappropriate, offensive, discriminatory, insulting or obscene statement on social media platforms at any time.
- Not to infringe the intellectual property rights of others which could create liability for yourself or the Academy.
- Not use the Academy's name, or post any of the Academy's confidential or proprietary information without the prior written consent of the Academy.

When using social media, students agree:

- Students must not use or attempt to use social media sites of any kind on the Academy's Digital Devices. Students recognise that the terms for use for FaceBook and other social media sites expressly forbids people under 13 years to use social media sites.
- Not attempt to add any member of the Academy's staff or any teacher as a "friend" on any social media site. (Contacts are sometimes referred to as "Friends" or "Followers").
- Staff may add official Academy groups in order to promote good communication and students are permitted to join those groups. However, staff may not 'Friend' students for at least two years after they have left the Academy or when they are 18 years of age, whichever is the later.

In general:

- staff and students may use email and approved messaging networks within lessons, **where appropriate to the learning activity**, and any other systems to communicate as part of teaching and learning or to give and receive feedback. However, staff are advised that they must use built-in facilities to record conversations and messaging chats with students.
- staff and students must, at all times, uphold the highest standards on all electronic media and communications, whether submitting text, images or video. Any posts that may be regarded as harming the Academy's reputation (which will be determined in the Academy's sole opinion) will be regarded as serious disciplinary offences, whether generated inside or outside of the Academy environment; and

- any use of the in-built cameras is covered by the Academy's policy on digital images, a copy of which is available on request. Breaches of this will be considered as serious disciplinary matters.

## **Data Protection**

Staff and students using Digital Devices must be particularly vigilant about use and take any precautions required by the Academy from time to time against importing viruses or compromising the security of the Digital Device.

Emails are likely to contain information that are confidential to the Academy and/or subject to data protection legislation. Such information must be treated with extreme care.

All removable storage devices used by staff **MUST** be encrypted at all times and configured by a member of the IT Support Team

Staff may only use personal data for the purposes set out in the academy's ICO Notification, as amended from time to time. If staff want to use personal data for other purposes, they must obtain the Principal's consent (as changes may need to be made to the ICO Notification) before doing so.

Any software package, system or website that holds personal data about students, staff or parents must be approved by the Academy IT Team before it is purchased or used.

## **Personal Use**

We recognise that staff and students occasionally may desire to use the Digital Devices for personal activities outside school hours. We authorise such occasional use so long as it does not contravene Academy eSafety guidelines (a copy of which is available on request), does not interfere with the 'Purpose' described in this policy and has the permission of the Director of Digital Technologies.

## **Return of Digital Devices**

All Digital Devices loaned to you will remain the property of the Academy and you agree to return Digital Devices to the Academy immediately prior to leaving, including Digital Device and Laptop, if you cease to be a student or member staff of the Academy.

If you misuse, breach or fail to comply with any term of this policy or any other school rules, the Academy may require you to return the Digital Device immediately.

## **Monitoring, including the PREVENT strategy**

The Academy will monitor the use of emails, social media sites and internet access on the Digital Devices to ensure compliance with this policy. As a result there is no explicit right of privacy when using the Digital Devices. However, the Academy will generally only carry out detailed monitoring reviews where there is sufficient evidence to suggest

that further investigation is required; this may be as a result of a complaint or a request by a teacher or other member of staff.

The Academy will monitor all devices used on Academy premises or supplied by the Academy at all times within certain bounds, namely:

Search phrases that are for the purpose of gaining access to illegal, offensive or pornographic materials.

The Academy will also monitor for key words and phrases to ensure that it can respond to the ideological challenge of terrorism and aspects of extremism, and the threat faced from those who promote these views, prevent people from being drawn into terrorism and reduce the risk of radicalisation.

## **Changes**

The Academy reserves the right to make changes to this policy from time to time. Any changes made to this policy in the future will be, where appropriate, notified to you. In any case the latest version will be held on the Academies website and this will be the version that will be in force.

## REMOTE LEARNING ANNEX

This Acceptable Use Policy is designed to safeguard both staff members and students, and as such, both groups will need to read and agree to the terms and conditions associated with remote learning and online communication.

### Leadership oversight and approval

1. Remote learning will generally take place using Seesaw, Microsoft Teams, Firefly
  - these systems have been assessed and approved by the Principal / a member of Senior Leadership Team (SLT).
2. Staff will only use Mounts Bay Academy managed or specific, approved professional accounts with learners and/or parents/carers.
  - use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - i. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mr Hall, Designated Safeguarding Lead (DSL).
  - staff will use work provided equipment where possible e.g. a Mounts Bay Academy MacBook or Digital Device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT: 0800-1600 each day
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or Head of Faculty/Head of Year is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the Principal/a member of SLT.

### Data Protection and Security

6. Any personal data used by staff and captured by the online learning systems aforementioned when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (<http://mountsbay.org/gdpr-protecting-your-data/>)
7. All remote learning and any other online communication will take place in line with current Mounts Bay Academy confidentiality expectations as specified in our policies (<http://mountsbay.org/for-parents/policies/>)
8. All participants will be made aware that the aforementioned remote learning systems records the activity of all users for safeguarding purposes.
9. Only members of the Mounts Bay Academy community will be given access to the aforementioned remote learning systems.

10. Access to the aforementioned remote learning systems will be managed in line with current IT security expectations as outlined in the digital acceptable usage policy

## **Live Session Management**

11. Live learning sessions will only take place on the Microsoft Teams platform.

12. All live sessions held will be recorded and stored centrally. This must be done through recording the sessions by the teacher selecting the in-built option in Microsoft Teams when setting up a session so that they will be saved on the system.

13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- Using Microsoft Teams “Live Events” for live sessions held for more than 10 students in order to moderate content created by students
- staff not permitting learners to share screens
- teachers to their backgrounds using virtual background tools in Microsoft Teams
- all attendees should participate in a space where there are no noise disturbances or others likely to walk in or disrupt the session.
- the use of organisation-level security to only allow students and staff and to protect sessions from unauthorised access from others beyond the Mounts Bay Academy community

14. When live streaming with learners:

- contact could be made via learners’ Mounts Bay Academy provided email accounts and/or logins.
- contact could be made via a parents/carers account.
- contact could be made using the shared calendar of available live sessions through the school website.
- staff will mute microphones and use text-based question and answer tools for sessions with participant numbers larger than 10.
- at least 2 members of staff will be present. If this is not possible, SLT approval will be sought.

15. Live 1 to 1 sessions will only take place with approval from the Principal/a member of SLT.

16. Signing this acceptable usage policy means you agree to all live learning sessions that are organised and accessed within the Mounts Bay Academy community:

- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carers or another appropriate adult.

## **Behaviour Expectations**

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. All participants are expected to behave in line with existing Mounts Bay Academy policies and expectations. This includes:
  - Appropriate language will be used by all attendees.
  - Teachers will not take or record images for their own personal use.
  - Learners cannot record events for their own use (which includes onwards sharing)
19. Staff will remind learners of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos and/or live streaming, participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are anonymised using available tools with Microsoft Teams.

## **Agreement**

An agreement is an understanding to all of the above terms laid out in the Remote Learning Annex and knowledge that by not following them my privileges maybe revoked along with as additional proceedings as deemed necessary by the Principal.

# AUP Agreement – Student & Parent/Carer

Please read the Acceptable Usage Policy carefully. Only once it has been signed and returned will access be permitted to the Academy's Digital Devices. Any breach of this policy may result in access to the Digital Devices being denied and you may be subject to disciplinary action. Additional action may be taken by the Academy in line with the current policy regarding student behaviour relating Digital Devices. Where appropriate, police may be involved and/or other legal action taken.

I have read and understand the above and agree to use the Academy's Digital Devices in accordance with this policy. I understand that the Academy has no responsibility for any other personal portable digital communication devices brought into Academy and I am responsible for such device (in which case, the Academy recommends that you take out your own policies of insurance). I further agree to return any Digital Device loaned to me by the Academy before leaving the Academy or on request; namely the Digital Device and its associated parts.

I acknowledge that I may be liable for charges for loss or damage to the Digital Device and I agree to pay such charges in a reasonable timescale to ensure that the student continues to have access to the Academy's learning materials.

This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy. In signing this policy you agree to abide by and will be held accountable to the conditions within.

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or carer: \_\_\_\_\_

Signature: \_\_\_\_\_ (parent / carer)

Signature: \_\_\_\_\_ (student)

# AUP Agreement - Staff

Please read the Acceptable Usage Policy carefully. Only once it has been signed and returned will access be permitted to the academy's Digital Devices. Any breach of this policy may result in access to the Digital Devices being denied and you may be subject to disciplinary action. Additional action may be taken by the Academy in line with the current policy regarding student behaviour relating Digital Devices. Where appropriate, police may be involved and/or other legal action taken.

I have read and understand the above and agree to use the Academy's Digital Devices in accordance with this policy. I understand that the Academy has no responsibility for any other personal portable digital communication devices brought into Academy and I am responsible for such device (in which case, the Academy recommends that you take out your own policies of insurance). I further agree to return any Digital Device loaned to me by the Academy before leaving the Academy or on request; namely the Digital Device and its associated parts.

I acknowledge that I may be liable for charges for loss or damage to the Digital Devices and I agree to pay such charges in a reasonable timescale to ensure that the student continues to have access to the Academy's learning materials.

This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy. In signing this policy you agree to abide by and will be held accountable to the conditions within.

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_