

LONDON ENTERPRISE ACADEMY

ICT ACCEPTABLE USE POLICY



Version: 2.0

Date issued: May 2026

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Review Date: May 2029

1. Rationale

1.1. London Enterprise Academy provides a computer network with Internet and email access for students. The Internet offers access to a vast amount of information for use in studies but there are dangers. This policy details rules for the safe and legal use of the ICT resources in the school. The computer network is provided for the benefit of all students, and students are encouraged to use and enjoy these resources, and to help to ensure they remain available to all.

1.2. Students are responsible for good behaviour both when using the ICT resources and when using the Internet just as they are in other aspects of school life. It is important to remember that access to the computer network, Internet and email is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.

2. Aims

2.1. To keep all learners safe when in school.

2.2. To enable all learners to use ICT safely and effectively at London Enterprise Academy in order to support learning.

2.3. To eliminate any distractions to learning which might otherwise occur as a result of the misuse of ICT in school.

2.4. To maintain the efficient application of the ICT network and all ICT equipment around the school.

3. Policy detail

EQUIPMENT

3.1. Damaging, disabling or otherwise impairing the operation of computers and other ICT equipment will be considered as an act of vandalism.

3.2. Eating and drinking in ICT suites or near any computer equipment is strictly forbidden. This is necessary to protect the computers from accidental spillages which could cause serious damage and create the danger of electric shock.

3.3. Students should not use head-phones or ear-phones in a lesson, without the express permission of a member of teaching staff.

NETWORK

3.4. Students are given their own username and password to access the school network.

3.5. Students are responsible for the security of their own user area, and will be held fully accountable for any abuse of, or originating from, their account.

3.6. The creation, access and storage of pornographic, racist or other offensive material on the network is strictly forbidden.

3.7. Students must tell a member of staff immediately if they find materials which violate the ICT rules.

3.8. Playing games on school computers during lesson times is not permitted.

SECURITY

3.9 Students should always respect the security on the school computer network.

3.10 Students must never reveal their school name, home address, telephone number or provide a picture to people that they meet on the Internet unless specifically authorised to do so by a teacher as part of a planned lesson.

INTERNET

3.11 The school provides a filtered Internet connection for student use.

3.12 Students should use their internet access for educational purposes.

3.13 Students should not use proxy sites to access webpages.

3.14 The use of chat rooms and instant messaging during lessons is forbidden unless specifically authorised by a teacher.

3.15 The use of "YouTube" is restricted. Students should only access "YouTube" when directed to it by a teacher.

3.16 Copyright laws must be respected at all times.

EMAIL

3.17 All students will be provided with their own email account for educational use and this is the email address which should be used in school for the purpose of learning.

3.18 Students are responsible for the content of all emails sent and received by them.

3.19 If students receive any offensive or inappropriate emails they should report it to a teacher or to the ICT support office immediately.

3.20 Email attachments can contain viruses and should only be opened if they come from a known and trusted source.

3.21 Students must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation or breach of confidentiality.

3.22 If students receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

USER RESPONSIBILITIES

3.23 All systems may be monitored and audited for administrative and management purposes so personal privacy cannot be assumed.

3.24 Logout or lock your computer if you leave your workstation unattended.

3.25 Users of notebooks and laptops must ensure that a password is required to use the device.

3.25 You must not use ICT facilities to access, transmit or share material that is confidential to London Enterprise Academy, or is confidential to an individual, without the appropriate permission.

3.26 You must obtain authorisation from the ICT Network Manager for the installation of additional software on London Enterprise Academy ICT equipment.

3.27 You must not change the configuration of installed ICT equipment unless authorised to do so.

3.28 You must not connect non London Enterprise Academy equipment to the London Enterprise Academy School network unless authorised to do so.

3.29 You must not remove school-based ICT equipment or software without authorisation from ICT Department.

3.30 You must make sure that all critical documents are held on a network drive via Office 365 rather than the PCs/laptop's hard drive.

REQUIRED STUDENT SIGNATURES

I understand and agree to the provisions and conditions of this agreement. I understand that any disobedience to the above provisions may result in disciplinary action and the removal of my privileges to access ICT facilities. I also agree to report any misuse of the system to a staff member and I understand that misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism inappropriate language, any act likely to cause offence.

NAME _____

SIGNATURE _____

DATE _____

PARENTS / GUARDIANS

As the parent or Guardian of..... I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for London Enterprise Academy to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to London Enterprise Academy to permit my child access to electronic information services and I certify that the information given on this form is correct.

NAME _____

SIGNATURE _____

DATE _____