



## **ICT – Acceptable Use Policy**

**The school has installed computers, the internet, software and other resources to help student learning. If a student does break the rules below, their user areas will be monitored and the school's disciplinary process will be followed.**

The following rules will help keep everyone safe when using these resources.

1. Students will report any computer faults they find immediately to a member of staff.
2. Students will treat the ICT resources with respect, leaving them as they would expect to find them.
3. Students must ask permission from a member of staff before using ICT resources.
4. Students will use only their own log in name and will keep their password a secret.  
Students will not access other people's files.
5. Students may use the school's ICT resources ONLY for school work.
6. Emails sent from school must be polite and sensible.
7. Students must not disclose their personal details (such as their phone number or address), or the personal details of anyone whilst using the Internet.
8. Students should tell a teacher about anything they see on the computer, which they are unhappy about, or if they receive messages which they do not like.
9. The school reserves the right to check and monitor the contents of personal directories and to keep a check on Internet sites visited by students.
10. Students may not use the ICT facilities to use/create/distribute offensive material.
11. Students must not attempt to circumvent school ICT security systems.
12. Students must not install any software onto the school's ICT system.

### **Microsoft Teams**

You should only use Microsoft Teams where consent and permission has been given to us by your parents/carers. Your parent/carer has already agreed that you will abide by the protocols set out below taken from our E-Safety Policy, so please read through them carefully and ensure you follow them so that you and others remain safe online:

#### **Where video is in use and enabled:**

1. Students must wear suitable clothing: school uniform is not required but revealing clothing or nightwear must not be worn.
2. Computers/devices must be used in an appropriate communal area of the home, for example, not in bedrooms, and where possible should be against a neutral background with no other distractions such as TV, music, video game.

**All Teams meetings:**

3. Language must be appropriate, including that of any family members in the background. The call/meeting will be ended for that student should protocol 1. 2. or 3. not be met and parents/carers will be contacted.
4. Student microphones will be muted and managed by the teacher to ensure all students can be heard and are able to contribute.
5. Students should follow staff instructions at all times.
6. Messages typed within the chat feature and spoken communication must be appropriate and formal English as would be used in school work - slang or abbreviations should not be used. You should behave appropriately and courteously at all times.
7. Students should not record or share the meeting in any way.
8. Students should not invite others to join or be involved in the call.
9. Students should not ask for or expect individual on-line appointments/meetings with a teacher.
10. Students should not attempt to use Teams to message or communicate with other students outside of their scheduled meetings - all activity within Teams is monitored.
11. Students should leave the meeting when asked to end the call by their teacher and should not try to remain on the call.
12. Students should remember that their actions and interactions online are monitored.
13. If students or parents/carers have any concerns, they should report this to [wellbeing@hayes.bromley.sch.uk](mailto:wellbeing@hayes.bromley.sch.uk)