

Trinity Specialist College

Computer, Internet, Data Protection and Acceptable Usage Policy for Learners



Policy reviewed	Dec 2019
Date for next review	Dec 2021
Signed by Chair of Trustees:	

The computer system is owned by Trinity Specialist College and is made available to learners to enhance their learning. The college's Acceptable Use Policy has been drawn up to protect all parties – the learners, the staff and the college. The college reserves the right to examine or delete any files that may be held on its computer system and to monitor Internet and e-mail usage at the level of the individual user.

Acceptable Use Policy

1. Network access must be made via the Learner User, using the generic logon.
2. Learners may access their own files, the VLE and those in the public area. No attempt may be made to access, attack or corrupt other areas of the college network or any other system.
3. Learners may use the computers as part of their college work. The system may not be used for downloading ring tones, personal financial gain, gambling, purchasing goods or services, political purposes or advertising.
4. Any learner who has saved work at home on a memory stick or CD/DVD and then wishes to access the work at college must virus check the disk, memory stick or CD/DVD before use in college.
5. All Internet activity should be directly related to college work. The use of the Internet to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
6. Learners must comply with the Prevent Duty and shall not deliberately or knowingly contravene our responsibilities under this duty.
7. Because of the danger of a virus attack on the network executable file, i.e. games, music software, can only be downloaded with the permission of the Principal who will require a full explanation of the download and purpose relating to college work.
8. Users are responsible for e-mail sent from their email accounts. As e-mail can be forwarded or inadvertently sent to the wrong person, the same levels of language and content should be applied as to any other college work. Other e-mail accounts e.g. Hotmail, should not be accessed from college.
9. Learners must not give their names, home addresses, telephone numbers or any personal details to anyone on the Internet, nor should they arrange to meet anyone as a result of Internet activity.
10. Copyright of material must be respected.
11. Printing facilities must be used for college related work only.
12. Learners must not eat or drink near ICT equipment.
13. Learners must respect all college equipment. Any damage must be reported to the Principal.

This policy for Learners is used in conjunction with the policy for staff and volunteers.

Responsible Internet Use – Rules for Learners

The college ICT system provides Internet access for learners and staff. This Responsible Internet Use statement will help protect learners, staff and the college by clearly stating what is acceptable and what is not.

1. Access must only be made via the college's authorised account and password, which must not be given to any other person.
2. College computer and Internet use must be appropriate to the learner's education or to staff professional activity.
3. Copyright and intellectual property rights must be respected.
4. Users are responsible for e-mail they send and for contacts made.
5. E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
6. Anonymous messages and chain letters must not be sent.
7. The use of public chat rooms is not allowed.
8. The college ICT systems may not be used for private purposes, unless the Principal has given permission for that use.
9. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
10. The security of ICT systems must not be compromised, whether owned by the college or by other organisations or individuals.
11. Irresponsible use may result in the loss of Internet access.
12. Young People using the internet will normally be working in the classroom, during lesson time and will be supervised by a member of staff at all times.
13. Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of learners.
14. Staff will be particularly vigilant when learners are undertaking their own search and will check that they are following an agreed search plan.
15. Learners will be encouraged to tell a member of staff if they encounter any material that makes them feel uncomfortable.

16. If there is an incident in which a learner is exposed to offensive or upsetting material, the college will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving learners will be taken by the Curriculum & Behaviour Manager in consultation with the HR & Welfare Manager and the learner's class teacher.

17. If one or more learners discover (view) inappropriate material our first priority will be to give them appropriate support. The Learners' parents/carers will be informed and given an explanation of the course of action the college has taken.

The college has monitoring software installed on all devices to ensure inappropriate searches or language is being used. The college may therefore exercise its right by electronic means to monitor the use of its computer systems, including the monitoring of web sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

The college reserves the right to withdraw anyone's computer use if they are deemed to be in breach of any the points on the Responsible Internet use and Policy for the Acceptable Use of the Computer Network by Learners, as deemed by an appropriate person in authority.