

Acceptable Use and E-Safety Policy

User Agreement

Introduction

At UTC Oxfordshire, use of IT equipment and the internet plays a key role in learning and students will use the internet daily. UTC Oxfordshire aims to provide access latest technology to allow students to get the maximum benefit from these resources. However, access to IT technology is a privilege and must be used responsibly. This document governs your use of the UTC's IT equipment and eduroam wireless services and applies while you are using any IT resources that is made available to you.

UTC Oxfordshire will ensure that its systems are up-to-date and secure with the latest anti-malware software. The UTC will make sure all personal data is stored securely, in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). The UTC will make sure procedures are in place to maximise the learning benefit and minimise the risks associated with using IT resources.

Expectations

- UTC Oxfordshire expects students to use IT resources for learning purposes only in a responsible manner.
- You will be provided with an individual user account. This account can be used to access UTC Oxfordshire owned devices (including desktop, laptops and Chromebooks) and cloud services. You **must** choose a secure password. You **must not** share your password with anyone. You are responsible for keeping your password secure.
- You **must not** allow anyone else to use your account or attempt to access the account of someone else.
- You are accountable for your use of IT equipment, internet or cloud services.
- You **must not** use IT equipment, internet or cloud services such as email to:
 - Send or receive any material that is abusive, discriminatory, obscene, defamatory or that is intended to annoy or intimidate another person.
 - For illegal purposes (including attempting to gain access to systems without authorisation, known as 'hacking'.)
 - Download content that infringes the copyright of others, including (but not limited to) music and films.
 - Violate the privacy of others.
 - Access materials or resources not related to your studies at the UTC.
 - Bring the UTC into disrepute.
- You **must** respect trademarks and copyright and acknowledge the sources of any information you reference in any of your assignments (plagiarism is taken very seriously).
- You **must not** attempt to download/run/install any application (including scripts) on to UTC-owned equipment without prior authorisation from the IT department.
- You **must** treat all UTC equipment with respect at all times. You may be charged for any damage that results from misuse.
- You **must not** share any confidential or privileged information without permission.
- You **must** report any faults, incidents that take place with any IT resource or if you think your account has been compromised to the IT department or reception.
- You **must not** take any photographs, videos or voice recordings without prior permission.
- You **must** log-out of any shared computer when you have finished your session.
- Any breaches of this policy **must** be reported to the IT department or reception.

E-Safety

Students should exercise caution when using the internet. The following is general guidance about how to stay safe online. It is not exhaustive, but should be adhered to at all times:

- Don't post any personal information online about yourself or anyone else.
- Think before you send any messages and respect other people's views

- Keep privacy settings set to maximum.
- Don't share your password with anyone and be aware of phishing scams.
- Consider before sending and receiving and photos of yourself and others.
- Don't respond, click on any links or open any attachments on unsolicited emails.
- Keep your personal devices up-to-date and install appropriate anti-virus software.
- Use public Wi-Fi with caution.
- Remember not everyone on-line is who they say they are.

If you ever feel that something you have seen online makes you uncomfortable, talk to a trusted adult or use the 'Report Abuse' button on some websites. All UTC staff are trained in student protection and can offer advice on where to seek help.

Filtering and Monitoring

UTC Oxfordshire uses a filtering system to block access to content deemed in breach of this acceptable use policy. The level of websites filtered depends on your year group. Like any filtering system, it isn't perfect, and you should still browse the internet with caution. All breach events are logged.

Your access to any IT resources made available to you, including cloud services such as email is monitored regularly to detect safeguarding concerns, misuse and to enforce this policy. In addition, UTC-owned devices have an additional monitoring system which works outside the UTC, including web history, screen capture and keyword detection. Monitoring reports can only be accessed by the IT department, Designated Safeguarding Lead, and the Principal. (See also BYOD section)

The UTC has filtering and monitoring systems in place. You **must not** attempt to bypass any technical restriction including monitoring or filtering. Doing so is in breach of this policy.

Loan of UTC-owned equipment

You will be given the choice of being loaned a Chromebook or other UTC-owned equipment. Like access to other IT resources, this is a privilege and is subject to the following conditions:

- A £100 deposit is required before you can be loaned a device. This can either be given to Reception or paid on ParentPay. We appreciate that this might be a struggle for some families. If this is the case, please contact the administration team (admin@utcoxfordshire.org.uk) who will treat your case with the strictest of confidence.
- You will also be loaned a charger. You **must** keep this safe. Replacements cost (£10) can be purchased through ParentPay.
- You are responsible for making sure your device is charged for the day. Temporary replacement chargers and device will not be issued.
- You **must** take care of your loan device and charger and keep it in a safe place. (You may wish to purchase a case.) The cost of repairs due to accidental damage will be deducted from your deposit. Malicious or depleted damage may require a new £100 deposit to be placed before another device can be issued.
- You **must** return any loan equipment on time. Upon return, the device will be inspected and the cost of repairing any damage (excluding normal wear-and-tear) will be deducted from your deposit.
- All repairs **must** be carried out by the IT department. Do not attempt to open the chassis or repair it yourself. All UTC-owned devices have tamper evidence seals.
- You **must** report any issues with your loan device to the IT department or reception.

Bring Your Own Device (BYOD) and eduroam

UTC Oxfordshire participates in the eduroam (**E**ducation **R**oaming) wireless access initiative that allows Students and Staff to securely connect to the internet at many eduroam participating organisations and public places world-wide using the same username and password. eduroam users will not be able to connect their devices to secure internal systems. By using eduroam and bringing your own device into the UTC, you agree that:

- You **will** adhere to this Acceptable Use and E-Safety policy while using your own device at the UTC.

- While connected to eduroam at other organisations, you **will** adhere to this Acceptable Use and E-Safety policy, the JANET AUP (can be found on the UTC website) and any acceptable use policies of the organisation you are visiting.
- All internet traffic is filtered and logged while using eduroam at the UTC and may be reviewed to enforce this policy or investigate an incident. Other eduroam organisations may, at their discretion, use filtering and/or monitoring systems of their own.
- UTC Oxfordshire is not responsible for any damage or loss to personal devices brought into the UTC and isn't covered by the UTC's insurance.
- You **will** make sure your device is up-to-date and has suitable anti-malware software installed.
- UTC Oxfordshire staff reserve the right to confiscate any personal devices in accordance with the Education Act.

Breaches of this Policy

Should a breach of this policy come to the UTC's attention, we reserve the right to apply any of the following sanctions, either temporarily or indefinitely depending on the severity of the breach and whether it is the first time a breach has occurred. We may also, at our discretion, use any of the following actions as a preventative measure:

- Formal warning.
- Removal of offending material.
- Adding the Student to the 'restricted list' blocking access to all but a few core websites.
- Total internet ban.
- Removal of any individual IT privilege (e.g. Printing or eduroam access)
- Total IT access ban, including confiscation of any UTC-owned or personal device.
- Other sanctions in accordance with the Behaviour for Learning Policy.
- In the most serious of breaches, external agencies including the Police may be involved.

Please return this page to the IT department or reception.

Student:

I would like to borrow a UTC-owned Chromebook - Yes/No

I have read, agreed and fully understood the UTC Oxfordshire acceptable use and E-Safety policy. I agree to use IT resources for learning purposes only, and I am responsible for any personal devices brought into the UTC.

Print Name: _____ Year Group: _____ Date: _____

Signature: _____

Parent/Guardian:

I have read, agreed and fully understood the UTC Oxfordshire acceptable use and E-Safety policy. I agree to give my permission for my student to access IT resources including the internet.

Print Name: _____ Relationship to Student: _____ Date: _____

Signature: _____

For office use only: Deposit paid on: _____ Issued asset number: 00 _____
Any existing damage: