e-Safety Rules

These e-Safety Rules are aimed at helping to protect students and the academy's other stakeholders by highlighting both acceptable and unacceptable computer use.

1. Plume, Maldon's Community Academy, owns the computer network and can set rules for its most appropriate and safe usage.
2. It is not acceptable to use a computer, portable device or network for a purpose not permitted by the academy.
3. Irresponsible use is highly likely to result in the loss of network or Internet access.
4. Network access must be made via the individual user's authorised account and password, which must not be given to any other stakeholder.
5. All network and Internet use must be appropriate, relevant and academy-related.
6. All copyright and intellectual property rights must be respected.
7. Messages shall be written carefully and politely.
8. Anonymous messages and chain letters are not permitted.
9. Users must take care not to reveal personal information through email, personal publishing, social media, blogs or messaging.
10. The academy's ICT systems must not be used for private purposes, unless the Principal has given specific permission.
11. Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
12. Personal information, or any information that can identify a living person shall not be processed, copied or distributed in any format, without the express consent, or other legal basis, for processing that data from the individual(s) concerned.

Please note other policies may apply to specific use cases and must be adhered to in addition to those given here.

Plume Academy may exercise its right to monitor the use of the computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

e-Safety Rules

All students use computer facilities including Internet access as an essential part of learning and as required by the National Curriculum. Students are asked to sign to show that the academy's e-Safety rules have been clearly understood and agreed.

Student Agreement

- I have read and fully understand the academy's e-Safety rules.
- I will use the computer, network, mobile phone, Internet access and other new technologies in a responsible manner at all times.
- I know that network and internet access will be monitored at all times by the academy.
- I will abide by the Data Protection Act 2018 with regard to the processing of any personal information and associated data.

Student name: ……………………………………………….. *Form group: ……………………*

Signed: ……………………………………………….. *Date: ………………………………*

Network/Email Password

If you are new to the academy or wish to change your password, please provide this below:

Password:

Please use only numbers and letters in your password (8 characters max) e.g. plume11

Please complete, sign and return to the ICT Support Department