

e-Safety Policy Agreement

These e-Safety Rules help to protect students and the academy by describing acceptable and unacceptable computer use.

1. Plume Academy owns the computer network and can set rules for its use.
2. It is an offence to use a computer, portable device or network for a purpose not permitted by the academy.
3. Irresponsible use may result in the loss of network or Internet access.
4. The academy will use its behaviour policy to sanction any misuse or breaches of the e-safety rules.
5. Network access must be made via the user's authorised account and password, which must not be given to any other person.
6. All network and Internet use must be appropriate to education.
7. Copyright and intellectual property rights must be respected.
8. Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
9. Anonymous messages and chain letters are not permitted.
10. Users must take care not to reveal personal information through email, personal publishing, social media, blogs or messaging.
11. The ICT systems must not be used for private purposes unless one of the Joint Headteachers has given specific permission.
12. Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
13. 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.

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.

