



ACE
of Brussels

Information,
Communication, Technology
Policy

1. Acceptable Use of ACE of BRUSSELS Information and Communications Technology

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In an environment of rapidly changing technology, the spirit of this policy is more important than the detail. This policy outlines the way in which we expect you to make use of all digital resources related to the school, including distance learning.

1. Acceptable Use of ACE of BRUSSELS Information Communications Technology (ICT).

1.1 RATIONALE

ACE of BRUSSELS provides ICT facilities for use by its students, parents and staff. These facilities come with responsibilities and this document summarises the standard of acceptable use that is expected from all while using ICT facilities both in and out of school. This also applies to distance learning.

1.2 ACCEPTABLE USAGE

- Students and staff will be given an individual email account ending in @aceofbrussels.com for use at school, for homework and for distance learning and to communicate with staff and pupils within the school. Students (or in the case of younger students - their teachers and parents) are responsible for safeguarding their password for the system. For security reasons passwords should not be printed, stored on-line or given to others. Students are responsible for their account and must not allow any other user access to resources through their account.
- There is monitoring software in place which will alert the school if any abusive language is used in any email.

- Students at ACE are allocated an email address which gives them access to Google Classroom and Google Drive to store their personal work . They will be given rights to use certain shared files and other resources. Users must not store non-curriculum materials (such as videos and music) in school.
- Students and staff must act responsibly when printing work and be economical in their use of paper and ink by proofreading their work and using preview functions to avoid wasted printouts.
- Everyone must respect the privacy of other users and not attempt to access, modify or copy data or passwords belonging to other users. They must not attempt to install or download software (e.g. music, games or other program files), unless specifically instructed to do so, or interfere with the proper operation of software or hardware on local machines or on the network.
- The school provides Internet access. No user should attempt to access unlawful or undesirable materials such as obscene, racist or indecent material. If undesirable material is accessed in error then the student should exit from that site and inform a member of staff immediately. Internet access at ACE is protected and monitored but no system can be 100% effective and everyone is expected to behave responsibly.
- Everyone is expected to act responsibly and use the network and Internet for school related work only. For example students must not:
 - participate in or respond to chain letter emails
 - send feedback to sites or take part in online surveys or questionnaires without the permission of the teacher
 - send or forward inappropriate emails.
 - Reveal personal details about themselves or others online.
 - No-one should not engage in actions in which they attempt to bypass the filtering process or restrictions of the system.
 - ICT equipment belonging to school, such as laptops, should not be taken from school unless with express permission of a teacher.
 - Everyone must respect copyright and must not attempt to pass off the work of others as their own.

- The School will monitor and record use of the Network to investigate or detect unauthorised use. The School retains the right to intercept, check and delete (where appropriate) all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT equipment including emails. As well as intercept, check and log internet usage including encrypted traffic.
- Appropriate disciplinary measures may be taken against anyone who does not comply with the above.

1.3. USE OF PERSONAL DEVICES

This policy is designed to ensure that potential issues involving personal portable devices such as ‘mobile phones, tablets and laptops’ can be clearly identified and addressed. ACE is keen to utilise the benefits of personal devices during school life.

The widespread ownership of mobile phones requires that teachers, students, parents, carers and volunteers take the necessary steps to ensure that mobile phones are used responsibly at school and while distance learning.

At ACE it is recognised and accepted that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone, on public transport or commuting long distances to school. Excursions, camps and extra- curricular activities may well require that a student has a mobile phone to remain contactable.

NO devices, including mobile phones, may be used for making calls, sending SMS messages (texting), using instant messaging, taking photos or making videos during lesson times or between lessons unless express permission is given by a teacher.

If students need to contact their parent or carer during the day they should visit the school office.

1.4 BRING YOUR OWN DEVICE

The school recognises the importance of emerging technologies in mobile devices. As such, we employ a ‘Bring Your Own Device’ scheme to take advantage of this technology during lessons. Any personal devices brought into school must only be used in lessons and free time in accordance with the instructions of the staff. They are not to be used whilst eating or drinking either in the dining room or anywhere else.

It is the responsibility of anyone who brings a personal device to school to abide by the guidelines set out in this policy. It must be acknowledged that it is a privilege to be permitted to bring mobile devices to school and failure to comply with these guidelines may lead to a curtailment of this privilege. Action may be taken to confiscate any device, if necessary, and arrangements be made for its return at the end of the school day.

- Parents or Carers should be aware if their child has a personal device in school and give permission for them to be carrying one.
- Sole responsibility for the device lies with the owner. ACE does not take any responsibility for loss, damage or theft of the device. Parents and carers are encouraged to check the device is covered under their home insurance when in school and to provide suitable protection for the device.
- Personal Devices are only to be used during the school day with the express permission of a member of staff.
- Everyone is advised to use passwords or pin numbers to ensure that unauthorised access cannot be made (e.g. by other students, or if stolen). Passwords and pin numbers must be kept confidential.
- Devices should not use mobile broadband while in school. Dedicated, protected access is provided for personal devices.
- IT Support is only provided for connecting personal devices to the school network or when using school provided resource sites.
- All files must be saved within the school provided online storage.
- Personal devices cannot, under any circumstances, be taken into examination rooms.
- Students must not use their devices to broadcast music and headphones must not be worn during school hours unless authorised by a teacher.
- Students must only use software and apps they have been given express permission to use.
- Everyone must ensure that any file stored on their device does not contain material that:
 - *displays images of violence, injury or death
 - *is pornographic in nature or abusive
 - *promotes intolerance, and/or discrimination on grounds of race, gender, disability, sexual orientation, religion or age
 - *relates to criminal activity e.g. buying and selling drugs

*relates to unlawful activity e.g. breach of copyright

*may generate a security risk to the school or cause offence

- Personal devices must not be used to bully or threaten, in particular taking videos or pictures of acts to denigrate and humiliate another. Devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment to their fellow students, members of staff or visitors to the school.
- Cyber-bullying is unacceptable and will not be tolerated. It is a criminal offence to use any device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

1.5 SOCIAL MEDIA

The legal age to have a social media account is 13 years old. Students must not use social media sites or apps (such as Facebook, Twitter, Instagram) to do anything that might bring the school into disrepute. Students must not attempt to create friendships with members of staff (past or present) through social media sites.

1.6 E-SAFETY RULES

The following e-safety rules help to protect everyone when using the internet. These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- It may be a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised school account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Principal has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- All network and internet usage is monitored, including private encrypted traffic.

1.7 ACCEPTABLE INTERNET USAGE

The following points are a commitment by everyone at ACE, be they parent, student or staff, to be responsible and stay safe while using the Internet and other communication technologies. These statements clearly state what uses of computer resources are acceptable and what are not. Irresponsible use may result in the loss of Internet or computer access or, in the event of illegal activities, contact with the police.

- I will only access the school network through my authorised email and password. I will not use the passwords of others.
- I will not use the school IT systems for unauthorised personal or recreational use, for on-line gaming, gambling, internet shopping, and file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programmes on any school computer or try to alter computer settings.
- I will only use my personal devices (e.g. mobile phone, tablet, laptop) in school at times that are permitted. When using my own devices I understand that I have to follow the rules set out in this document and that I bring the device to school at my own risk.
- I will carefully write email and other on-line messages making sure the language I use is not strong, aggressive or inappropriate and shows respect for others. I am responsible for the emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation who has sent them.

- For my own safety and that of others, I will not disclose personal information about myself or others when online. I will not arrange to meet ‘online friends’.
- I will not take or distribute images of anyone without their permission.
- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to a member of staff when I see it online.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video. I will only use the work of others found on the Internet in my own work with their permission.
- I will take care to check that information I find on the Internet is accurate and understand that some work found on the Internet can be untruthful or misleading.
- I will immediately report any damage or faults involving IT equipment, however this may have happened.

1.8 Disclaimer

ACE makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the ACE network or accounts. Any additional charges a user accrues due to the use of ACE networks are to be borne by the user. ACE also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of ACE, its affiliates, or employees.

- All personal devices used at ACE are subject to this Information, Communication, Technology Policy regardless of whether they are connected to ACE networks.
- By bringing a personal device into ACE of BRUSSELS and/or using ACE networks, users have agreed to this policy.
- Sole responsibility for the device lies with the owner. ACE does not take any responsibility for loss, damage or theft of the device. Parents and carers are encouraged to check the device is covered under their home insurance when in school and to provide suitable protection for the device.

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