

ICT Acceptable Use Policy for Wood Green Academy (Students/Parents/Carers) 2025-2026

I understand that I may face sanctions under the school's behaviour policy if I misuse any WGA ICT Systems as detailed in the ICT Acceptable Use Policy.

I have read, understood, and agreed to the Acceptable ICT Use Policy.

All students who use any Wood Green Academy ICT facilities, equipment, and online services, or who connect to the academy network are required to accept the following Acceptable Use Policy. In accepting this policy, all users agree to the following:

1. **Inappropriate Content**
 - I will not view, store, or share inappropriate content on any academy device, network drive, or online storage provider. This includes (but is not limited to): 1.1 Files or messages containing unsuitable content or offensive language. 1.2 Files which violate copyright law, such as pirated videos, music, or software. 1.3 Files or messages that promote activities contrary to the ethos of Wood Green Academy (e.g., bullying, racism, terrorism). 1.4 Games, except those related to teaching and learning.
2. **Account Security**
 - I will ensure my password is unique to my school account and not easily guessable.
 - I will not share my login details with anyone and will keep them secret.
 - I will not change other users' passwords and will only edit or delete my own files. I will not view or change other users' files.
3. **Device Security**
 - I will not allow others to use devices loaned to me by the Academy. All activity on loan devices is logged and monitored.
4. **Responsible Internet Use**
 - I will use the internet responsibly and will not visit inappropriate websites.
 - I will not tamper with device settings or attempt to bypass security restrictions, including using proxy sites or VPNs.
5. **Communication**
 - I will not send, display, or print offensive or inappropriate content, including messages, images, sounds, or videos.
 - I will not use obscene, harassing, or threatening language in any form of communication.
6. **Respect for ICT Resources**
 - I will not damage ICT facilities or take equipment without permission.
 - I will only install authorised software and apps on academy devices.
 - I will not intentionally damage software or introduce viruses and will take preventive measures against them.
 - I will not waste resources, such as printing multiple copies of the same document.
7. **Network Access**
 - I will not attempt to log into the academy's network with a personal device.
 - I will not use others' login details to access devices, the network, or online services.
8. **Privacy and Respect**
 - I will not use personal devices to record or store media of other WGA community members.
 - I will not use academy devices to record or store media of other WGA community members unless directed by staff.

- I will not capture or distribute media from online sources that reference WGA community members without permission.

9. **Authorised Use of AI**

- I will use AI technologies for educational purposes as directed by teachers and in accordance with age requirements of the AI platform used.
- I will uphold academic integrity and properly cite AI-generated content, following teacher guidance.
- I will avoid malpractice, including using AI to gain unauthorised access to information or manipulate data.
- I will consider the ethical implications of using AI, respecting fairness, transparency, and accountability.
- I will adhere to data privacy and security policies when using AI technologies.

10. **Reporting Concerns**

- I will report anything that makes me feel uncomfortable or worried to a relevant member of staff or use the “Speak Out” button on the academy website.
- If I receive inappropriate messages, images, or videos, I will not respond but will save and report them immediately.

11. **Personal Information and Online Safety**

- I will not give out personal information without academy or parental permission.
- I will not arrange to meet someone I only know online unless accompanied by a trusted adult.
- I will respect age restrictions on websites and social networks.
- I will not use school email or user details to sign up for social media or other online services.
- I will use the school network and online services only for school-related work and as directed by staff.
- I will not claim internet-sourced material as my own in my work.

I understand that if I fail to comply with this policy, I may be denied access to the computer network and/or other online services for a period determined by the Headteacher or senior staff. Further disciplinary action may be taken depending on the nature of the offence.