**Policy Title: Student Acceptable Use Policy (E-Safety)**
**Academic Year 2025 - 2026**

Mortimer

**Leader: Mr Liddle**

**Review Date:        September 2026**

**Disclaimer**

The computer systems are owned by the school and are made available to staff, students and community learners to support and enhance education.

Mortimer Community College will endeavour, wherever possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way.

This agreement has been drawn up to protect all parties. Anyone who fails to comply, or who acts in a way which may be deemed inappropriate or irresponsible, may lose access rights to the school computers. In the case of pupils, parents/carers may be informed. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

**Monitoring**

Our school monitors all student and staff devices including tablets. Mortimer Community College uses Securus Full Monitoring Service to do this. This software is managed by a team of safeguarding experts who monitor, analyse and alert the school to any potential incidents of concern 24/7. This approach to online safety ensures that ALL school devices are constantly monitored and incidents of concern are recorded and key school staff alerted. The Securus software also includes a real time dashboard reporting suite for in-depth analysis of captured incidents.

**Filtering**

Mortimer Community College filters web traffic to stop access to harmful content. The school utilises filtering via Smoothwall software from our internet provider.

**ANYONE WHO USES THE SCHOOL COMPUTER SYSTEMS MUST READ THE AGREEMENT SHOWN BELOW CAREFULLY AS EVERY TIME YOU LOG ON TO THE SCHOOL SYSTEM YOU WILL BE ASKED TO ADHERE TO THE CONTENTS OF THIS POLICY.**

The following security disclaimer is shown on the computer system each time a user logs onto the computer system:

"This computer system is for authorised use only. Any or all uses of this system and all data on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorised school and law enforcement personnel. By using this system, the user consents to such disclosure at the discretion of authorised school personnel. Unauthorised

or improper use of this system may result in administrative disciplinary action, civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use."

**Computer Use**

- I understand that computers are provided in school for educational use only
- I understand that I must not disclose my password or login name to anyone, other than the people responsible for running and maintaining the system.
- I understand that I must not allow other students to use any school device I am currently logged in to or allow my personal login details to be used by other students to access any of the school's ICT systems for any reason
- I must not access or attempt to access anyone else's files
- I must only use software and websites approved by school staff
- I must not copy information in any form to which individuals or organisations hold copyright without specific written permission from those individuals or organisations
- I must not access offensive or inappropriate websites on the internet
- I must not transmit threatening, obscene, abusive or harassing material in any form
- I understand that I may not access public chat rooms, forums or message boards
- I understand that I may not store personal files on the school network including music, photographs, videos and games
- I understand that I must not create any hidden folders or files unless specifically directed to do so by teaching staff
- I understand that I must not attempt to circumvent the school network security or internet filtering
- I understand that school staff can and will view any files, work created, messages sent and received and records of any activity on the network logged via my account to ensure that I follow the rules

**Reporting incidents**

- I will inform a member of school staff immediately of any websites accessible from within school I feel are unsuitable
- I will inform a member of school staff immediately of any abuse providing the location and names where possible
- I will inform a member of school staff immediately of any inappropriate content suspected to be on the ICT system. This may be contained in email, documents, pictures etc.
- I will report any use of my account by another pupil to a member of school staff immediately

**Sanctions**

- I understand that any inappropriate use of the school's computers will result in my user account being blocked so that I cannot use the school's systems.
- I also understand that if my actions are serious, other sanctions could also be applied in line with the schools Behaviour Policy.