



Sandwell Academy Music and ICT Policy

Policy Title:	Music and ICT Policy
Policy Reference:	SA / ICT
Description:	This document sets out how the Academy will respond to complaints and concerns raised by parents and members of the public.
Status:	Statutory
Category:	Academy/IT
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Version:	V1.2
Other relevant SA policies:	None
Adopted by the Governing Board on:	
Date for Review:	July 2018

Change Record		
V	Date	Description
1.1	June 2015	Update of staff role and responsibility re Safe Guarding.
1.2	July 2016	Update re 6th form
1.3		
1.4		

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Introduction

Computers

Networked computers are provided for educational use only and only software installed by the IT department should be used.

Email

All students have access to email. The email system is to be used by students to communicate with their teachers and fellow students. Examples of good email use include:

- Communicating with staff.
- An easy way of getting messages to all staff/students (with permission)

Music

No personal music players for Years 7-11 (this includes iPods, MP3 players and Mobile phones).

In Years 7-11 only the classroom teacher is allowed to play music for all students to listen to, however they need to be mindful of other lessons in their vicinity.

Sixth Form are allowed personal Music Players during independent learning but only within venue, not whilst moving around the Academy.

Games

Only subject related games are allowed at the instruction of the classroom teacher.

Example of good use of games:

- Maths website: <http://www.mymaths.co.uk/>

Internet

The Internet is only to be used for educational purposes and only to be used when instructed to by the classroom teacher.

Examples of good internet use include:

- To do research.
- Access to a vast amount of free legal resources.

ICT Policy - Consequences/Sanctions

Email misuse

Examples of misuse of email:

- Sending and receiving games.
- Sending threatening or abusive emails.
- Using email as a chat room.
- Sending emails to whole school without permission

First offence - ePortal and student spoken to about the consequences of further misuse.

Second offence – student will be referred to Pastoral Deputy Head and an ePortal entry will follow.

Third offence – parent meeting which could result in loss of email access for an extended period and this will be confirmed by a letter sent home.

Inappropriate use of music device

Examples of misuse

- Year 7-11 listening to any personal music device in a lesson.
- Sixth Form listening to personal music without the prior approval of the teachers and outside of the Independent Learning lesson.

First offence - ePortal and device confiscated until end of day and student spoken to about consequences of misuse.

Second and subsequent offences - e portal and parent to collect the confiscated device.

Computer Misuse

Examples include:

- Playing of games
- Installing unauthorised software

First offence - ePortal and student spoken to by staff about consequence of further misuse.

Second offence - student will be referred to Pastoral Deputy Head/ Network Manager and an ePortal entry will follow.

Third offence - parent meeting which could result in Log-in being disabled for an extended period and this will be confirmed by a letter sent home.

Internet Misuse

Example of internet misuse:

- Trying to bypass the Web filtering software.
- Accessing blocked websites.
- Searching for inappropriate material.

First offence - ePortal and student spoken to about the consequences of misuse.

Second Offence - student will be referred to Pastoral Deputy Head/ Network Manager and an ePortal entry will follow.

Third offence - parent meeting which could result in Log-in being disabled for an extended period and this will be confirmed by a letter sent home.

Role of all Staff

Monitoring Strategy / Impero software to be used to control/monitor use of computers to enforce all IT policies above.

To report any offence to the IT Network Manager and seek his support and advice as necessary. This will in turn be reported to the appropriate Deputy Head for the year group.

Where the offence is deemed to be of a safe guarding nature then this needs to also be referred to the designated senior person. (DSP).