



# MEPA ACADEMY

## IT ACCEPTABLE USE AGREEMENT

Updated & Adopted:	September 2025
Review Date:	September 2026

## **Use of Internet**

- The use of internet is part of the curriculum and is a necessary tool for learning.
- The internet is a part of everyday life for education, business and social interaction.
- MEPA Academy has a duty to provide students with quality internet access as part of their learning experience.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age of the pupils.
- All internet connections have a filter applied to them to restrict inappropriate material. This system is continuously being reviewed and improved.
- If a student accidentally or otherwise accesses inappropriate materials, the student is expected to report this to an appropriate member of staff immediately and take action to minimise the screen or close the window.

## **Use of E-Mail**

- All students will be issued with a school email account, the format for this will be the year of entry, first name dot surname. For example, [20initialoffirstnamesurname@mepacademy.com](mailto:20initialoffirstnamesurname@mepacademy.com)
- Students must not reveal personal details of themselves or others in emails.
- Staff will only use official college provided email accounts to communicate with students.
- Access in college to external personal email accounts may be blocked.
- The e-mail system has a password policy, your password must be 8 characters or longer and contain at least one number and one upper case letter.
- Your password must be kept a secret and not be shared with anyone or written in your 360
- Students should immediately tell a teacher if they receive an offensive email.
- E-Mail should only be used for work/educational purposes, and it should not be used for personal e-mail.

## **Use of Microsoft Teams including live contact in groups**

- This uses your email address and password to login; this must not be shared with anyone else
- Students must not reveal personal details when using this software
- Inappropriate language or conduct on the system will not be tolerated
- All activity is monitored by the school, and access will be revoked if misused
- The software is only to be used for schoolwork
- The software must only be used for contacting school staff
- Students must not video call each other or record any of the live events or forward any data from the online sessions.
- Students must not have any mobile phones or other devices on during live sessions
- Students must not unmute themselves unless instructed to do so
- Students must be suitably dressed, and parents ensure any background images are acceptable for viewing by other students and staff.
- MEPA Academy Students should remain on mute and not be visible for the duration of the 'live' session unless otherwise instructed by the teacher.

## **Personal Safety**

All students will sign an Acceptable Use Agreement

- I understand that MEPA Academy will log and monitor my use of computers, devices and my digital communications and may record any live sessions.
- I will keep my college network and email username, password safe and secure. I will not share it, nor will I try to use another student's account.
- I will not leave any college device, or device connected to the college's network logged on for others to use.
- I will not give out personal information about myself or others that could be used to identify me, my family or friends. (Information such as addresses, telephone numbers, email, information about my school or my age).
- I will never arrange to meet someone I have only ever previously met online
- I will only use school computers and devices as directed. I will not use school devices for on-line gaming, gambling, shopping nor sites I know to be unsuitable.
- I understand that some websites and social networks have age restrictions, and I will respect this.

- I understand that once something is posted online or written in an email it has a permanence that is not like something that is said. It can be repeated, searchable and can be copied out of context.
- I understand that I have to take responsibility for my actions online and I should consider my reputation but also the reputation of others and MEPA Academy.
- If I see anything unpleasant, inappropriate or I receive a message I do not like, I will talk to the designated safeguarding lead or a trusted adult, at the school.
- I will not take or distribute images of anyone without their permission.
- MEPA Academy also ensures that all students have e-safety training and that they must adhere to it.

### **Device Security**

- I understand if I do use my own devices in college, I will follow the rules set out in the agreement, in the same way as if I were using school equipment.
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or upset others.
- I will not use any programs or software that might allow me to bypass the filtering systems.
- I will report immediately any damage or faults involving school equipment or software; however, this may have happened.
- I will not open a hyperlink in any email or attachment to an email if I have any concerns about it or think it may contain a virus or other harmful programs.
- I will not install, attempt to install or store programs or software on any school device, nor will I try to alter computer settings.

### **Bring Your Own Device (BYOD) Policy**

If students are permitted to bring their own devices (such as laptops, tablets, or smartphones) to MEPA College, the following rules apply:

- Devices must be registered with the college network and may be subject to security checks.
- Devices must have up-to-date antivirus and malware protection installed.
- Students are responsible for the security and maintenance of their personal devices.
- Only school-approved applications and websites may be accessed on personal devices while on college premises.
- The same filtering, monitoring, and usage policies apply to personal devices as to school-owned devices.
- Students must not attempt to connect personal devices to the college's wired network unless explicitly authorised.
- The college is not responsible for the loss, theft, or damage of personal devices brought to school.

### **Social Media Use**

Students are reminded that their behaviour on social media, both in and outside of school, must reflect the values of MEPA College. The following rules apply:

- Students must not post or share any content that could harm, harass, or defame others or damage the reputation of the school.
- Sharing photos, videos, or personal information of staff or students without their consent is strictly prohibited.
- Private group chats or channels (e.g. on WhatsApp, Discord, or Snapchat) that involve bullying, inappropriate content, or exclusion will be investigated and may result in disciplinary action.
- Students should use privacy settings on social media platforms and think critically before posting any content that could be permanent or public.

- Breaches of these expectations may lead to sanctions under the school's disciplinary policy, and in serious cases, police involvement.

## **Cyberbullying**

MEPA Academy has a zero-tolerance approach to cyberbullying, whether it occurs during school hours, outside school, or on personal devices. Cyberbullying includes, but is not limited to:

- Sending threatening, abusive, or insulting messages through digital platforms
- Spreading rumours or false information online
- Deliberately excluding others from online groups or chats
- Sharing embarrassing photos, videos, or screenshots without consent
- Impersonating someone online to cause harm

All incidents of cyberbullying must be reported to a teacher or the Designated Safeguarding Lead immediately. Disciplinary action will be taken, and where appropriate, incidents may be referred to external authorities, including the police.

## **Consent, Monitoring and Privacy**

To safeguard all users and maintain a secure ICT environment, MEPA Academy implements monitoring and logging of digital activity, including:

- Use of the school network, emails, and cloud platforms
- Access to online learning systems such as Microsoft Teams
- Audio and video recordings of live sessions (when applicable)

By signing this agreement, students and parents/carers acknowledge and give **informed consent** for this monitoring in line with data protection legislation, including UK GDPR. All data collected is used solely for safeguarding, educational, and disciplinary purposes and is stored securely.

Recording of live sessions by students is **strictly prohibited unless agreed by the teacher**, and permission must be sought before capturing or sharing any audio, video, or images involving others.

## **E-Safety Websites**

[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

<http://www.nspcc.org.uk/onlinesafety>

[www.internetmatters.org](http://www.internetmatters.org)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.childnet.com](http://www.childnet.com)

## Acceptable Use Form

*This form relates to the Student Acceptable Use Agreement, to which it is attached.*

Please date and sign below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement.

I understand that if I do not sign and return this agreement, access will not be granted to college ICT systems, and I will not be able to participate in any remote learning/support conferences.

I have read and understand the above and agree to follow these guidelines when:

- I use MEPA Academy systems and devices (both in and out of college)
- I use my own devices in college (when allowed)
- I use my own equipment out of college in a way that is related to me being a member of this college e.g. communicating with other members of the school, accessing college email, VLE (virtual learning environment), website etc.
- I understand that deliberate abuse or damage of school equipment will result in parents/carers being billed for the replacement costs of the equipment.

And I know that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to MEPA Academy network / internet, detentions, exclusion, electronic contact with parents/carers and, in the event of illegal activities, involvement of the police

Name:.....

Signed:..... Date .....