



Acceptable use of Technologies Policy

Oasis IT Services

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Acceptable Use of Technologies Policy

Introduction

Purpose

This Acceptable Use of Technologies Policy (AUTP) applies without exception to all users of ICT facilities and equipment within the Oasis Trust (Oasis). This includes staff, students and any visitors who have been provided with temporary access privileges.

The purpose of this policy is to provide guidance on the use of network resources which includes the use of any Oasis Online Learning Space and/or the OasisZone, the internet, e-mail, instant messaging, social media, media publications, file transmission and voice communications.

Scope

The policy applies to activities taking place in any location where access to and the use of any Oasis ICT systems and/or equipment takes place, e.g. laptop computers at home; remote access to any Oasis Online Learning Space and/or the OasisZone and networked resources.

The policy also covers the use of personally owned PCs on Oasis premises.

All users will be deemed to be familiar with and bound by this AUTP. A copy of this policy can be found on the OasisZone.

Change

This policy is maintained by Oasis Group IT Services. Requests to change the policy should be made to the Head of Group IT Services. All changes will need to be approved by the Head of Group IT Services and the Oasis Group Executive.

Authorisation

In order to use ICT facilities at Oasis a person must have been issued staff, student or guest access to the network. Use of Oasis ICT facilities will be deemed to be acceptance of the terms and conditions of this policy.

It is expected that all users will adhere to group password policy and guidelines, data protection policies in addition to all relevant regulatory and legal requirements. Details of the Password protocols are available in The Oasis E-Safety Policy.

Privacy and Monitoring

Oasis IT Services reserve the right to monitor email, telephone and any other electronically-mediated communications, whether stored or in transit, in line with relevant legislation.

All users of Oasis ICT facilities or equipment expressly waiver any right of privacy and therefore should have no expectations of privacy in anything they create, store, send or receive using Oasis' ICT systems and equipment.

Reasons for such monitoring include the need to:

- Establish the existence of facts (e.g. to provide evidence of commercial transactions in cases of disputes);
- Investigate or detect unauthorised use of group telecommunications systems and ensure compliance with this policy or other Oasis policies;
- Ensure operational effectiveness of services (e.g. to detect viruses or other threats to the systems);
- Prevent breach of the law or investigate a suspected breach of the law, the Oasis policies or contracts;
- Monitor standards and ensure effective quality control.

Monitoring may involve:

- Examining the number and frequency of emails;
- Viewing sent or received emails from a particular mailbox or stored on any server;
- Examining logs of ICT facility usage;
- Monitoring the amount of time spent on the Internet;
- Internet sites visited and information downloaded.

Where abuse is suspected a more detailed investigation involving further monitoring and examination of stored data may be undertaken.

Where disclosure of information is requested by the police, (or another law enforcement authority) the request should be directed to the Head of Group IT Services or other designated staff member.

Oasis staff that have access to personal data, (as defined under the Data Protection Act 1998) are responsible for ensuring that such data is not made available to unauthorised individuals and that the security of all systems used to access and manage this data is not compromised.

Oasis IT Services maintain the right to access the Oasis email account of staff members after termination of employment for operational reasons and for the continuing delivery of services.

Definitions of Unacceptable Usage

Unacceptable use of computers and network resources may be summarised as:

- Creating, displaying or transmitting material that is fraudulent or otherwise unlawful or inappropriate.
- Threatening, intimidating or harassing employees and students including any message that could constitute bullying or harassment, e.g. on the grounds of sex, race, disability, religion or belief, sexual orientation or age.
- Using obscene, profane or abusive language.
- Using language that could be calculated to incite hatred against any ethnic, religious or other minority group
- Intellectual property rights infringement, including copyright, trademark, patent, design and moral rights
- Defamation (genuine scholarly criticism is permitted)
- Unsolicited advertising often referred to as "spamming"
- Sending emails that purport to come from an individual other than the person actually sending the message using, e.g. a forged address
- Attempts to break into or damage computer systems or data held thereon
- Actions or inactions which intentionally or unintentionally cause a breach of the Oasis IT Security Policy including but not limited to:
 - Aiding the distribution of computer viruses or other malicious software.
 - Attempts to access or actions intended to facilitate access to computers for which the individual is not authorized
 - Using the network for unauthenticated access
 - The introduction or connection of unauthorised hardware to the Oasis IT Network infrastructure
- Using the ICT facilities to conduct personal commercial business or trading

These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of policy:

- Downloading, distribution, or storage of music, video, film or other material, for which you do not hold a valid licence or other valid permission from the copyright holder
- Distribution or storage by any means of pirated software
- Connecting an unauthorised device to the network, i.e. one that has not been configured to comply with this policy and any other relevant regulations and guidelines relating to security, purchasing policy, and acceptable use
- Circumvention of network access control
- Monitoring or interception of network traffic, without permission
- Probing for the security weaknesses of systems by methods such as port-scanning, without permission
- Associating any device to network Access Points, including wireless, to which you are not authorised
- Non-academic/non-business related activities which generate heavy network traffic, especially those which interfere with others' legitimate use of ICT services or which incur financial costs
- Excessive use of resources such as file store, leading to a denial of service to others, especially when compounded by not responding to requests for action
- Frivolous use of ICT suites, especially where such activities interfere with others' legitimate use of ICT services
- Use of CDs, DVDs, and other storage devices for the purpose of copying unlicensed copyright software, music, etc.
- Copying of other peoples' website material without the express permission of the copyright holder
- Use of peer-to-peer and related applications. These include, but are not limited to, Ares, BitTorrent, Direct Connect, Morpheus, KaZaA

Staff and students should consider the spirit of the Oasis Ethos when working on Oasis ICT systems. Any conduct which may discredit or harm Oasis, its staff or the ICT facilities or can otherwise be considered intentionally unethical is deemed unacceptable.

Incidents of misuse will be dealt with by Oasis in accordance with the Behaviour for Learning Policy (students) or be subject to the disciplinary procedures outlined in the terms and conditions of employment (staff). The appropriate level of sanctions will be applied as determined by the nature of the reported misuse. A sample matrix for student-related incidents which could occur can be seen in the Oasis E-Safety Policy.

Legal constraints

Software may not be copied, installed, or used on Oasis IT equipment except as permitted by the owner of the software and by law. Oasis IT services will properly license software and strictly adhere to all licensing provisions, including installation, use, copying, number of simultaneous users, and terms of the license

It is up to the user to check the terms and conditions of any licence for the use of the software or information and to abide by them. Software provided by Oasis IT Services may only be used as part of the user's duties as an employee or student or for educational purposes.

The user must abide by all the licencing agreements for software entered into the by the Oasis Trust with other parties, noting that the right to use any such software outside Oasis premises will cease when an individual leaves the institution. Any software on a privately owned computer that has been licensed under an Oasis agreement must then be removed from it, as well as any Oasis owned data.

The user must comply with all the relevant legislation and legal precedent, including the provisions of the following Acts of Parliament, or any re-enactment thereof:

- Copyright, Designs and Patents Act 1988;
- Malicious Communications Act 1988;
- Computer Misuse Act 1990;
- Criminal Justice and Public Order Act 1994;
- Trade Marks Act 1994;
- Data Protection Act 1998;
- Human Rights Act 1998;
- Regulation of Investigatory Powers Act 2000;
- Freedom of Information Act 2000;
- Communications Act 2003;
- Criminal Justice and Immigration Act 2008.

Any breach of the above legislation or related polices is considered to be an offence and in that event, Oasis Trust disciplinary procedures will apply.

For further information please contact the National IT Service Desk: servicedesk@oasisuk.org

Use of Biometrics

Objective

The objective of this policy is to ensure an efficient way of approach to the collection and handling of biometric information at Oasis. Our actions will be consistent with Data Protection Act 1998. (Please refer to [Appendix 3 – Biometrics information for parents/carers and Opt-in Form](#).)

Biometric Information

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. Once the fingerprint has been scanned the next stage in the Biometric process is authentication in order to grant students access to appropriate application. A biometric feature is saved on to a database. Certain data will be held on the system to enable accurate operation. This will include the child's name, class, photo, account balance and meal entitlement.

Purpose of Collection of Biometric Information

The purpose of the use of biometrics is to support the cashless catering, access to printing and photocopying, registration and loan of books from the library and registration of students. Each student need only register once, reducing the need for various applications requiring identification at several areas in the school. With a biometric system, students cannot borrow or steal personal information from each other, reducing the opportunities for bullying. Queues are reduced, because the identification of students is speeded up. Students need not carry ID cards, remember PIN numbers, or use cash to buy a meal. Biometric systems save time and money for both

academy and students because the need to replace lost cards and forgotten passwords is eliminated. The reason we have chosen this option is for greater security as you cannot lose your fingerprint and no-one else can have access to the child's account.

Handling of Biometric Information

The biometric database is stored on Oasis's own computer. This data will be handled under the guidelines of the data protection act and only used by Oasis and those directly involved with the implementation of the system.

Appendices - Guidance documents

To support an academy in determining how to apply the AOTP and to adapt to their own environment a series of Guidance documents are provided for consideration.

The Guidance documents cover:

Appendix 1 - Legal constraints - references

Appendix 2 - Use of technologies around Oasis

Appendix 3 - Sample Acceptable Use of Technologies Agreements:

Oasis Staff

Oasis Students

Primary version

Secondary version

Parents/carers

Consent form - Reception/Key Stage 1

Consent form – Key Stage 2/ Secondary

Home Use Agreement – Oasis equipment

Biometrics – Parent/carer information and Opt-in Form

Appendix 4 - Curriculum developments - Procurement

Appendix 5 - Technical support

Appendix 6 - AOTP embedded in other Oasis Policies

Anti-bullying Policy

Behaviour for learning Policy

Curriculum Policy (Primary)

Teaching and learning Policy & Guidance (Primary)

Curriculum Policy (Secondary)

Teaching and Learning Policy XXXX – XXXX (Secondary)

Parental/Carer's Code of Conduct Policy

Offsite activities and educational visits Policy

Appendix 1

Legal constraints - references

Copyright, Designs and Patents Act 1988

This Act, together with a number of Statutory Instruments that have amended and extended it, controls copyright law. It makes it an offence to copy all, or a substantial part, which can be a quite small portion, of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, sound, moving images, TV broadcasts and many other media.

Malicious Communications Act 1988

Under this Act it is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person. Additionally under the Telecommunications Act 1984 it is a similar offence to send a telephone message, which is indecent, offensive, or threatening.

Computer Misuse Act 1990

This Act makes it an offence

- to erase or amend data or programs without authority;
- to obtain unauthorised access to a computer;
- to "eavesdrop" on a computer;
- to make unauthorised use of computer time or facilities;
- maliciously to corrupt or erase data or programs;
- to deny access to authorised users.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:-

- use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- display any writing, sign or other visible representation which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Trade Marks Act 1994

This Act provides protection for Registered Trade Marks, which can be any symbol (words or images) or even shapes of objects that are associated with a particular set of goods or services. Anyone who uses a Registered Trade Mark without permission can expose themselves to litigation. This can also arise from the use of a Mark that is confusingly similar to an existing Mark.

Data Protection Act 1998

Oasis Trust has a comprehensive Data Protection Policy, of which the following statement is the summary:

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our staff, and we recognise the need to treat it in an appropriate and lawful manner.

The types of information that we may be required to handle include details of current, past and prospective employees, suppliers, stakeholders and others that we communicate with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how we may use that information.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy by a member of staff will be taken seriously and may result in disciplinary action

Oasis Community Learning and the academies it manages and maintains believe that protecting the privacy of our staff and pupils and regulating their safety through data management, control, and evaluation is vital to both academy and individual progress. The academies collect personal data from pupils, parents, and staff and process it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the academy will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the academy needs. Through effective data management we can monitor a range of academy provisions and evaluate the wellbeing and academic progression of our academy body to ensure that we are doing all that we can to support both staff and students.

Human Rights Act 1998

This act does not set out to deal with any particular mischief or address specifically any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the context of the Oasis Trust, important human rights to be aware of include:

- the right to a fair trial
- the right to respect for private and family life, home and correspondence
- freedom of thought, conscience and religion
- freedom of expression
- freedom of assembly
- prohibition of discrimination
- the right to education

These rights are not absolute. The Oasis Trust, together with all users of its IT services, is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations which arise from other relevant legislation.

Regulation of Investigatory Powers Act 2000

The Act states that it is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic (including telephone) communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.

Freedom of Information Act 2000

The Act, intended to increase openness and transparency, obliges public bodies, including Educational Institutions, to disclose a wide range of information, both proactively and in response to requests from the public. The types of information that may be have to be found and released are wide-ranging, for example minutes recorded at a board meeting of the institution or documentation relating to important resolutions passed. Retrieval of such a range of information places a considerable burden on an institution subject to such an information request. In addition to setting a new standard of how such bodies disseminate information relating to internal affairs, the Act sets time limits by which the information requested must be made available, and confers clearly stated rights on the public, regarding such information retrieval. Therefore all staff have a responsibility to know what information they hold and where and how to locate it.

Communications Act 2003

This act makes it illegal to dishonestly obtain electronic communication services, such as e-mail and the World Wide Web.

Criminal Justice and Immigration Act 2008

This act increased the penalties for publishing an obscene article. It also introduced fines for data protection contraventions when organisations 'knew or ought to have known that there was a risk that the contravention would occur, and that such a contravention would be of a kind likely to cause substantial distress or damage, but failed to take reasonable steps to prevent the contravention.'

Appendix 2

Use of technologies around Oasis

As new technologies emerge and students become more autonomous learners it is important to develop a protocol for the use of personal learning devices in and around the Academy environment.

The following table portrays behaviours relative to the use of technologies in a typical Academy day where students have access to personal devices provided by Oasis. A key factor in establishing how personal devices (or any Oasis equipment) can be used is the level of autonomy against that which requires consent.

Although these scenarios illustrate a situation where Oasis has provided the device, consideration should also be given where users bring their own devices into the Academy environment.

Student expectations for how they want, and are able, to use technologies to support independent learning are high and demand is likely to increase. Therefore it is advisable to devise an Academy strategy to manage these expectations.

Matching the agreed protocol for use with the Academy sanctions policy and the signed Acceptable Use Agreements would complete the picture. Please see samples of these documents in [Appendix 3](#)

Before the Academy day starts	
<i>Students are expected to:</i>	
	Bring their device into Oasis every day unless told not to
	Make sure that their device has been charged ready for use throughout the day in Oasis.
	Keep their device in their bags until they are within a classroom or 'safe' approved area within Academy grounds.
	Make sure their device is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement and, if any misconduct is identified, apply the correct level of discipline/sanction.

During lessons	
<i>Students are expected to:</i>	
	Make sure that whatever they do is in compliance with the Student Acceptable Use Agreement that they have signed.
	Report any concerns that their device might have been exposed to computer viruses to a teacher before connecting it to Oasis network.
	Report any technical difficulties directly to their teachers.
	Ask permission before they plug in or unplug any computer cables or accessories at any time including the device provided by Academy or mobiles phones.
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement and if any misconduct is identified apply the correct level of discipline/sanction.
	Ensure that any technical issues relating to the use of the devices is reported to a class teacher in the first instance who will establish the details before reporting to the local IT Service team via the Service Desk system, through a form on the Oasis Online Learning Space and/or the OasisZone, or by email

During assemblies and lessons where devices will not be used	
<i>Students are expected to:</i>	
	Store their devices in a safe secure storage space as allocated to them
	Make sure their device is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.

During breaks and lunch	
<i>Students are expected to:</i>	
	Make sure their device is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.

After the Academy day finishes	
<i>Students are expected to:</i>	
	Make sure their device is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	If devices re being used within clubs or after the Academy activities the same protocol as for lessons is to be followed.
	Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.
	Ensure that any technical issues relating to the use of the devices is reported to a class teacher in the first instance who will establish the details before reporting to the local IT team via the Service Desk system, through a form on the Oasis Online Learning Space and/or the OasisZone, or by email.

In remote locations, including home environment, work placements, colleges	
<i>Students are expected to:</i>	
	Ensure that it is charged every evening, ready for use the next day within the remote location (where this is not their home environment).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.
<i>Parents /carers are expected to:</i>	
	Ensure that the use of the device is in compliance with the Home Use Agreement.

During transportation	
<i>Students are expected to:</i>	
	Carefully transport their devices in the carry case provided;
	Make sure that when their device is transported it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus).
<i>Staff, Teachers, TA and External Agency personnel are expected to:</i>	
	Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.
<i>Parents /carers are expected to:</i>	
	Ensure that the use of the device is in compliance with the Home Use Agreement.

Appendix 3

Sample Acceptable Use of Technologies Agreements

This section contains samples for different categories of users.

Oasis Staff & volunteers (including Academy Councillors and guests)

Oasis Students

- Primary version
- Secondary version

Parents/carers

- Consent form - Reception/Key Stage 1
- Consent form – Key Stage 2/ Secondary

Home Use Agreement – Oasis equipment

Biometrics – Parent/carer information and Opt-in Form

Oasis Staff & Volunteers (including Academy Councillors and guests)

This Acceptable Use Agreement is intended to ensure that:

- Staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Oasis IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk in their use of IT in their everyday work.

Oasis will try to ensure that staff and volunteers have good access to IT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

- I understand that I must use Oasis IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.
- I recognise the value of the use of IT for enhancing learning and will ensure that students receive opportunities to gain from the use of IT.
- I will, where possible, educate the students in my care in the safe use of IT and embed e-safety in my work with students.

For my professional and personal safety:

- I understand that Oasis will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Oasis IT systems (e.g. personal learning devices, laptops, email, online learning space, VLE etc.) out of Oasis.
- I understand that Oasis IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by Oasis.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Oasis IT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with Oasis policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the Oasis website / any Oasis Online Learning Space and/or the OasisZone) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in Oasis in accordance with the Oasis policies.
- I will only communicate with students and parents / carers using official Oasis systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Oasis has the responsibility to provide safe and secure access to technologies and ensure the smooth running of Oasis:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc.) in Oasis, I will follow the rules set out in this agreement, in the same way as if I was using Oasis equipment. I will also follow any additional rules set by Oasis about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the Oasis IT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is saved on the Oasis network and where this is not possible that it is backed up, in accordance with relevant Oasis policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Oasis policies.
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Oasis Data Protection Policy (*or other relevant Oasis policy*). Where personal data is transferred outside the secure Oasis network, it must be encrypted.
- I understand that Oasis Data Protection Policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Oasis policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for Oasis sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Oasis:

- I understand that this Acceptable Use Agreement applies not only to my work and use of Oasis IT equipment in Oasis, but also applies to my use of Oasis IT systems and equipment out of Oasis and my use of personal equipment in Oasis or in situations related to my employment by Oasis.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Academy Council and / or Oasis and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use Oasis IT systems (both in and out of Oasis) and my own devices (in Oasis and when carrying out communications related to Oasis) within these guidelines.

Staff / Volunteer Name

Signed

Date

Oasis Students

Version for KS2 Primary students (note that their Parents/carers will also have to sign a separate agreement)

You are going to use Oasis IT systems and equipment that will make it easier for you to do your work in Oasis or at home.

To make sure that you can work safely we need you to keep to some rules. You must read them carefully and understand what they mean. When you know what they mean you should sign this sheet:

STARTING OFF:

- ✓ I have read, understand and agree to the rules above and am aware there may be sanctions if I do not follow them.
- ✓ I know that I am responsible for my own user space **AND** any unsuitable material found in my user area is my responsibility;

I WILL:

- ✓ make sure that any contact I make with others on my device or Oasis system is responsible, polite and sensible;
- ✓ only upload materials which are free from copyright and suitable for Academy use;
- ✓ be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe;
- ✓ treat all IT equipment with care;
- ✓ only use the devices with permission from my teachers;
- ✓ keep my password safe and tell a teacher if someone else knows my password;
- ✓ report and discuss any concerns with my teacher
- ✓ only use approved access to resources (such as a Twitter feed) as given to you by my teachers;

(the following section may be removed if personal devices are not provided)

WHEN I AM GIVEN A DEVICE TO USE I WILL:

- ✓ look after the device very carefully all of the time
- ✓ ensure that it is charged every evening if I have taken it home to use so that it is ready for use the next day;
- ✓ bring the device to the Academy every day, unless I have been told not to;
- ✓ make sure the device is kept in the secure storage area at all times when not in use at Oasis;
- ✓ take care when the device is transported that it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus);
- ✓ make sure the device is not damaged by any play activities (like running with it around the playground, pushing others in a queue)
- ✓ take care to stop any computer viruses infecting the device. If I am not sure, I will talk to a teacher **before** connecting it to Oasis network;
- ✓ not decorate the device or its case and not allow it to be subject to graffiti.

I WILL NOT:

- X I will not share my username, password or personal information with anyone else
- X I will not look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this I will tell a teacher immediately
- X I will not deliberately misuse or deface other users' work on the Oasis network.
- X access or try to access any illegal material;
- X download files without permission;
- X actively bypass Oasis security measures including the use of proxy bypass websites;
- X use or amend images or text that may cause distress or offence;
- X bring material into Oasis that has not been virus checked;
- X use any Oasis Online Learning Space and/or the OasisZone email to share/distribute files or information that is illegal, of adult content or may cause offence or distress;
- X without permission, plug in or unplug any computer cables or accessories at any time including the device provided by Oasis or mobile phones;
- X log into the network / internet / Oasis Online Learning Space and/or the OasisZone / email with a user name or password that is not my own;

- X use another person's account at any time;
- X intentionally misuse Oasis blogs or Oasis accounts;
- X access or try to access chat rooms, forums, messaging, social networking or sites with gambling or adult content;
- X use IT equipment for fraudulent purposes;
- X deliberately damage the computer equipment or use the network in a manner that will prevent other using it.

Oasis will

- ✓ monitor your use of the Internet and may take further action if a member of Oasis staff is concerned about your safety
- ✓ check your user area regularly to ensure correct and appropriate usage;
- ✓ make sure that you are using the facilities responsibly and in an appropriate manner;
- ✓ be able to delete any material in your user area that is not coursework / classwork, at any time, without warning;

If you did disobey any of these rules it:

- ✓ will result in a temporary or permanent ban of Internet and/or network;
- ✓ may result in additional disciplinary action in line with existing practice on inappropriate behaviour;
- ✓ may lead to involving your parent(s) / carer or the police.

Student signature:

Class:

Date:

Secondary Version

Oasis recognises that to enhance their learning, students are required to use a wide range of technologies including computers, the network and the Internet.

As a student at an Oasis Academy you are being provided with access to Oasis IT systems and equipment. We have to make sure that you will be as safe as possible when using any of the technologies provided by Oasis and have created some simple rules that will apply to all students.

You are responsible for your own use of technologies, but by sticking to these rules we believe that you will be working within as safe a learning we can possibly provide for you.

Before you can begin to use technologies within Oasis Academy you have to:

- Sign and abide by this Acceptable Use Policy before access to the Oasis systems is allowed
- Accept that you will be required to read, sign and abide by a contract of use should you disobey any of Internet or network rules BEFORE being given access again;

To keep yourself safe you agree that you WILL:

- ✓ Only use the computers to enhance your own learning ;
- ✓ Only use the approved Oasis email address for communication
- ✓ treat the ICT equipment with care;
- ✓ use your time on the computers effectively;
- ✓ keep your password safe and report any password that someone else knows;
- ✓ only store coursework / classwork in your user area
- ✓ report and discuss any concerns and **ALL** violations witnessed with class teacher
- ✓ only use approved access to resources (such as a Twitter feed) as provided by your teachers;
The following section can be removed if personal devices are not being provided
- ✓ look after my device very carefully all of the time and ensure that it is charged every evening, ready for use the next day;
- ✓ bring my device to Oasis every day, unless I have been told not to;
- ✓ make sure my device is kept in the secure storage area at all times when not in use at Oasis;
- ✓ take care when my device is transported that it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus);
- ✓ make sure my device is not subject to careless or malicious damage (e.g. as a result of horseplay);
- ✓ take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated my device, I will report the matter **before** connecting it to Oasis network;
- ✓ not decorate my device or its case and not allow it to be subject to graffiti.

To protect yourself you agree that you WILL NOT:

- X access or try to access any illegal material;
- X download non-coursework/classwork files without permission;
- X use material for classwork / coursework without permission from the copyright holder / owner;
- X actively bypass Oasis security measures including the use of proxy bypass websites;
- X use or amend images or text that may cause distress or offence;
- X bring material into Oasis that has not been virus checked;
- X use any ICT equipment to harass, bully, abuse or otherwise distress any individual inside or outside Oasis;
- X use Oasis Platform/email to share/distribute files or information that is illegal, of adult content or may cause offence or distress;
- X without permission, plug in or unplug any computer cables or accessories at any time including the device provided by Oasis or mobiles phones;
- X log into the network / internet / Oasis Online Learning Space and/or the OasisZone / email with a user name or password that is not your own;
- X use another person's account at any time;
- X store files on your user area that are not related to classwork or coursework;
- X use ICT equipment / Internet for recreational use in Oasis without permission from a member of staff;
- X access or try to access chat rooms, forums, messaging, social networking or sites with gambling or adult content;
- X use ICT equipment for fraudulent purposes;
- X use images or information on weapons or drugs at any time unless specifically for coursework/classwork;
- X use ICT equipment to buy goods online;

- X deliberately damage the computer equipment or use the network in a manner that will prevent other using it.

To make sure the learning environment stays safe, you need to know that:

- ✓ we will checking your user area regularly to ensure correct and appropriate usage;
- ✓ you have a responsibility to use the facilities in an appropriate manner;
- ✓ you are totally responsible for your own user space **AND** any unsuitable material found in your user area is your responsibility;
- ✓ any material in your user area that is not coursework / classwork could be deleted at any time, without warning;
- ✓ you are advised not to use social networking sites to maintain contact with staff including having them as friends. Students choosing to ignore this advice may be subject to disciplinary proceedings in the event of a case being proven.

And if you did disobey any of these rules it:

- ✓ will result in a temporary or permanent ban of Internet and/or network;
- ✓ may result in additional disciplinary action in line with existing practice on inappropriate behaviour;
- ✓ may lead to involving your parent(s) / carer or the police.

Student signature:

Class:

Date:

Parent/Carers Acceptable Use Agreements

Reception/Key Stage 1 students

Dear Parent/Carer

Consent for use of Oasis systems and equipment

As part of your child's curriculum and the development of IT skills, Oasis is providing supervised access to Oasis systems and equipment including the Oasis Online Learning Space and/or the OasisZone, the internet and use of email. We believe that the development of the skills used when accessing the World Wide Web and email are essential for children as they grow up in the modern world.

We also believe that the benefits from access to such facilities exceed any perceived disadvantages.

As your child is too young to be able to read and fully comprehend the issues relating to their use of Oasis systems and equipment we have attached an Acceptable Use Agreement that your child will be expected to work within. We need to know that you understand the terms that they are expected to work within.

Please sign and return the consent form to their Form Tutor.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of students to access inappropriate materials, Oasis cannot be held responsible for the nature or content of materials accessed through the internet. Oasis will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet or email use please telephone the Academy to arrange an appointment.

Student:

Class

Parent/carer signature:

Date:

Key Stage 2/ Secondary students

Dear Parent/Carer

Consent for use of Oasis systems and equipment

As part of your child's curriculum and the development of IT skills, Oasis is providing supervised access to Oasis systems and equipment including any Oasis Online Learning Space and/or the OasisZone, the internet and use of email. We believe that the development of the skills used when accessing the World Wide Web and email are essential for children as they grow up in the modern world.

We also believe that the benefits from access to such facilities exceed any perceived disadvantages.

We have attached an Acceptable Use Agreement that your child will be expected to sign and agree to work within. We need to know that you understand the terms that they are expected to work within.

Please sign and return the consent form to their Form Tutor.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of students to access inappropriate materials, Oasis cannot be held responsible for the nature or content of materials accessed through the internet. Oasis will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet or email use please telephone the Academy to arrange an appointment.

Student:

Class

Parent/carer signature:

Date:

Home Use Agreement – Oasis equipment

(note that permission to take Oasis equipment home will be contingent on this agreement being signed)



HOME / ACADEMY AGREEMENT Oasis Equipment - Personal Learning Device

Identify each device clearly so that pupils will be able to identify their own device easily.

AT HOME WE WILL...

- Ensure that our child understands how to care for and protect their device in the home environment.
- Report any loss or damage (including accidental loss or damage) promptly.
- Report any faults in hardware or software promptly.
- Ensure that the device is returned at the end of the pilot or at any other time upon the request of a member of staff.
- Make sure the device is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites and Social Networking/Chat Rooms
- Ensure our child follows the ideals below.

AS A LEARNER I WILL...

- Look after my device very carefully all of the time and ensure that it is charged every evening, ready for use the next day.
- Bring it to school every day, unless I have been told not to.
- Make sure my device is kept in the secure storage area at all times when not in use at the Academy.
- Take care when my device is transported that it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus).
- Make sure my device is not subject to careless or malicious damage (e.g. as a result of horseplay).
- Take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated my device, I will report the matter before connecting it to the Academy network.
- Not decorate my device or its case, etc, and not allow it to be subject to graffiti.

Please sign and return it to the Academy as soon as possible

STUDENT'S AGREEMENT

I agree to abide by these terms in my use of my device

Name: _____

Class: _____

Signed _____

Date: _____

PARENT / CARER AGREEMENT

I agree to my child having the use of a personal device on these terms

Signed _____

Date: _____

Terms and conditions
Failure either to take such reasonable care or to abide by the conditions listed in this document (and the Student Acceptable Use Agreement for IT Systems and equipment) may result in the device being reclaimed. The Academy also reserves the right to claim financial recompense in such cases.

If the device is used to connect with the internet from home, the Academy will not be responsible for any costs incurred. Additionally, the Academy cannot be held responsible for E-safety within the home but will provide support to ensure the learning environment is as safe as possible. The device should be re-charged at home overnight, but the Academy cannot accept responsibility for the electricity costs.

Biometrics Information for parents/carers

- **Do you record images of fingerprints?**

No. It is our policy never to store images of fingerprints anywhere on the system. Only mathematical representations of certain points of interest are recorded, typically between ten and forty depending on the characteristics of the finger. This information is encrypted and is called a template. This data is extremely secure in its encrypted form but even if it were not encrypted it is impossible to recreate the original image of the finger from this data. By scanning an image of your child's fingerprint we can turn this information into a unique number. This unique number will then be used to replace their current swipe card.

- **Can fingerprints be used by the police or a court of law?**

No, we do not store an image of their fingerprint. The recorded templates are comprised of a set of numbers which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousand, people. However, in the wider population the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would never be able to use this information as evidence.

- **What happens when my child leaves the Academy?**

As part of the Oasis Policy all data will be removed from the system once the student has left the Academy.

- **How secure is the stored data?**

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a unique number and then discards the fingerprint from the system; only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

- **What would happen if somebody stole the data in some form?**

The database is protected by a license key, which means that the database and any backup of its contents can only be accessed on licensed hardware. The licensed hardware is stored in the Academy's own secure facility, so that the encrypted data is only available to the registered licensee. Even if an Academy's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another.

- **If I object to my child's finger biometrics being taken, what will happen?**

The Academy will issue any student who wishes to opt out of the biometric system with an alternative method of identification. Biometric system works with a number of identification methods, including smartcards, PIN numbers, passwords and name and photo lookup.

- **Accessibility- Will there be any alternative for students who are unable to provide biometric data for some reason?**

Alternative identification methods, such as name and photo look-up, where required will be made available in Biometric systems. Students unable to provide biometric data can opt to use one of these methods, as can any student who prefers not to use biometrics.

Opt-in Consent Form

Biometrics Opt-in form

I give permission for my child to be included in the Biometric enrolment scheme which supports access to catering, printing, library facilities and registration.

Name of Student:

Year:

Class:

Name of parent/ carer:

Signed:

Date

Appendix 4

Curriculum development - Procurement

As curriculum changes are made frequently throughout an academic year, it is essential that changes can be made to relevant educational resources. The resources could be web based resources provided by a third party supplier, additional functionality introduced by Oasis IT Services, software programs requiring installation or bespoke devices for specific activities that students will be doing.

All requests for change and provision of extra services, software/Apps, functionality or equipment should be made according to the Oasis IT Procurement Procedure.

The Oasis Online Learning Space and/or the OasisZone will host a catalogue of software and Apps that are approved and could be made available for an Academy subject to licencing and purchasing agreements.

Oasis will be supporting a 'Digital Leaders Group' that will consist of Lead Practitioners and IT Service representatives. This Group will be responsible for the on-going recommendation and evaluation of software.

Wherever possible, IT Services will negotiate group pricing for recommendations made by the Digital Leaders Group.

Appendix 5

Technical support

The Oasis IT Charter provides an outline of the services that are provided to the Oasis Centre.

As the use of technologies develops further, for example, the provision of personal devices to students, Oasis IT Services will support each Academy in developing a robust technical solution to match their curriculum requirements.

The National ICT Service Desk

The role of the Service Desk is to provide an escalation point for the Academy IT Support Teams and, where appropriate, direct support for admin and teaching staff.

The Service Desk will provide advice and assistance as required via email, Oasis Call Management Software (OCMS), phone and, where required, onsite visits as well.

The Service Desk core working hours are Monday to Friday between the hours of 8:00am and 6:00pm (excluding Public and Bank Holidays). 24/7 call logging is available via Voicemail, the Oasis Online Learning Space/OasisZone, OCMS or email. Regular automated call updates are also sent to site leaders and Regional Service Delivery teams to make sure we maintain clear, consistent communication at all times between all local academy, Regional and National IT staff.

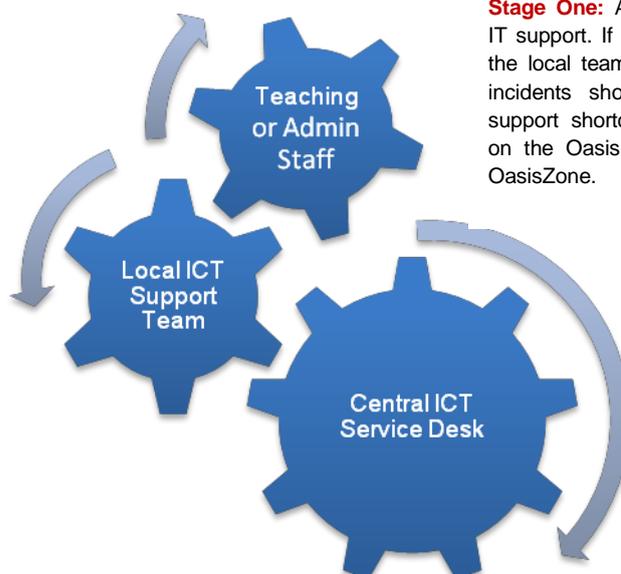
All academy ICT calls/reports from students and staff should go to the local ICT team (site leader), from which point they should be resolved within an acceptable amount of time (dependent on a local SLA or local team best-efforts approach), and communicated back to the user.

If the issue cannot be resolved by the local team it will be escalated to the National support team via OCMS, email or phone. Calls escalated to the National team are all logged and reviewed by 1st line engineers, then are handled according to the process illustrated below, (figure 1);

Process for Requesting Support

Stage Two: When the Request for ICT support is received, the local academy team will speak with the staff affected and attempt to resolve the issue. If they are unable to help then the service request will be escalated to the national service desk

Action taken within: **10-minutes**
Escalated after: **30 minutes**
Multiple Site calls: **2nd line directly**



Stage One: A member of academy staff requires IT support. If flagged as "Teacher Response" then the local team will respond immediately. All other incidents should be logged via email, the IT support shortcut on teachers' desktops, the form on the Oasis Online Learning Space and/or the OasisZone.

Stage Three: Once the call is received by the national service desk it will be assessed for impact and prioritised. Depending on the severity then the call will be escalated from 1st line to 2nd line and finally to 3rd line, our most senior team of engineers.

National Service Desk Contact Details

Oasis Central Service Desk
The Oasis Centre
75 Westminster Bridge Road
London
SE1 7HS
Tel no. 0207 2194330
Email servicedesk@oasisuk.org
Web <http://servicedesk.oasisuk.org>

Customer Service

The IT Service team recognises that they have real people experiencing real problems so will do their best to respond to and resolve them as quickly as possible, either remotely or by personal visits. The time to resolve a problem depends on the nature of the problem and relative priorities of the outstanding problems on our work list.

At all times, we will attend to problems at the earliest opportunity. Our guiding priority order is:

- ICT events which put Oasis at risk (e.g. loss of operational ability or reputation, security breaches, virus outbreaks)
- Supported equipment and applications systems and software used for;
 - Teaching,
 - Oasis Administrative work,
 - Research
- Personally owned equipment used for Oasis purposes.
- Other equipment where help will be provided on a “best endeavours” basis.

Occasionally Academies will have other priorities. These should be communicated via the Academy ICT Representative to their relevant IT Regional Service Delivery Managers or the Academy IT Site Leader.

The IT Service team never wants Oasis users to wait unnecessarily for their problem to be fixed no matter what priority is allocated.

Complaints Process

If the Academy ICT Representative feels that there are any unresolved issues about the Oasis IT Service they may contact the relevant Regional Service Delivery Manager who will take appropriate action. If the issue is still not resolved then the following escalation process should be followed.



Appendix 6

AUTP embedded into other Oasis Policies

Introduction

The overarching policy document, Acceptable Use of Technologies, has been developed to cover all aspects for the use of IT within Oasis. Following a review of the existing Acceptable Use of Technologies Policy (AUTP) it is apparent that some of the educational policies could benefit from more explicit reference to how technologies could and should be utilised within Oasis Academies.

Links have been cross-referenced from individual education policies to the main AUTP. In addition, as Appendices to the main policy document there are a series of guidance documents that an individual Academy could choose to adopt or adapt as they wish for their own requirements. References have been made to the Guidance documents as seems appropriate within the education policy documents.

E-safety is of paramount importance, the E-Safety Policy states the oasis stance on E-Safety and how this should be implemented. E-safety Guidelines are provided as an Appendix to the E-Safety Policy and encourages frequent reviews of how effectively students are working within these guidelines. In addition, a series of resources and child protection tools will be available through the Oasis Online Learning Space and/or the OasisZone.

Reference to aspects of the AUTP can be found within the following Oasis Policies:

1. [Anti-bullying Policy](#)
2. [Behaviour for learning Policy](#)
3. [Curriculum Policy \(Primary\)](#)
4. [Teaching and learning Policy & Guidance \(Primary\)](#)
5. [Curriculum Policy \(Secondary\)](#)
6. [Teaching and Learning Policy XXXX – XXXX \(Secondary\)](#)
7. [Parental/Carer's Code of Conduct Policy](#)
8. [Offsite activities and educational visits Policy](#)

Anti-bullying Policy

- 3.2 We all have responsibility to respond promptly and effectively to issues of bullying/harassment.
- Is secretive about their use of the internet, mobile phones and other technologies they have access to use
 - Does not show or choose to share what they are doing on the internet, mobile phones and other technologies they have access to use

Behaviour for Learning Policy

4 The Academy Council's Policy on Rights and Responsibilities

- 4.1 The Academy has the right:
- To expect students, parents/carers to adhere to the e-safety guidelines and the Acceptable Use Policy that they have signed.
- 4.2 The Academy recognises its responsibility:
- That any online learning space complies with e-safety guidelines and the Acceptable Use Policy, taking effective disciplinary action for any misconduct.
- 4.4 The Academy expects students:
- To work within the agreed e-safety guidelines and comply with the Acceptable Use Policy that they have signed.
- 4.6 The Academy expects parents/carers:
- To adhere to the Acceptable Use Policy and ensure that the students within their care work within the E-Safety guidelines

5 Disciplinary Sanctions (Disciplinary Penalties)

- 5.4 Specific Sanctions (Disciplinary Penalties) The Academy Council has agreed that the following 'disciplinary penalties may be used within the Academy:
- Remove access to any online learning space and/or the OasisZone, the internet and any Oasis owned ICT equipment as appropriate to the incident – the Acceptable Use Policy provides guidelines for how individual Academies can set their own level of privileges.

Curriculum Policy (Primary)

Objectives

To realise our aims our curriculum must:

12. Provide students with the ability to use a wide range of technological tools to further their independent learning strategies

Additionally our curriculum must pay attention to the most significant needs of our local community. These needs may include:

- Proficient use of a range of technological tools, together with awareness of maintaining personal safety and adopting responsible attitude towards the use of technology systems within their everyday life

Organisation and Strategies

Learning resources will be made available for anytime learning through a robust virtual learning space that will enable all students to engage interactively. The resources and supporting documents will be mapped against the planned curriculum.

Outcomes

Oasis Community Learning will maintain a shared online learning space, enabling all staff, teachers, students and parents/carers to jointly celebrate, share and learn from one another. The tools provided within the online learning space give a secure way to introduce students to the world of social networking and how to protect themselves as they become autonomous users of technology systems that fall outside of controlled Academy environment.

Teaching and Learning Policy & Guidance (Primary)

Objectives

Each student will be encouraged to:

- Learn to acquire information from a variety of sources and to record their findings in various ways according to their own preference, which will include a range of technological tools
- Develop knowledge, understanding and control of a wide range of technological tools to further their independent learning strategies
- Know how to work within e-safety guidelines within their everyday life

Expectations

- Allow students to choose their own ways of working to develop as independent learners that will include the selection of the appropriate technological tools
- Students will be able to study from any location; access to the Oasis Virtual Learning Platform will provide a series of technology learning tools and resources to help students to plan, collaborate, and receive feedback from teachers or other expert sources, including the use of video conferencing between sites, relating to their chosen subjects.

Classroom teachers will be expected to:

- Use a range of technological tools selectively and appropriately to enhance the teaching process and motivate students towards positive attitudes to learning, enabling them to take more responsibility for their own learning.
- Make effective use of the Oasis Virtual learning Platform to develop effective engagement in learning from any location, including home and during educational visits.
- Provide situations to evaluate how well students understand how to work safely online both within the Academy and their everyday life and monitor students working online to ensure that they are working with e-safety guidelines
- Make sure that any incidents, either misuse of systems or access to undesirable internet websites is reported according to the Acceptable Use of Technologies Policy. (See AOTP, Section 5, E-Safety,

Support staff will be expected to:

- Monitor students working online to ensure that they are working with e-safety guidelines

Students will be expected to:

- Develop safe ways of working within the e-safety guidelines from the AOTP when making use of technological tools both in the Academy and when accessing resources remotely

Parents and carers will be expected to:

- Ensure that they have an understanding of how their child can work safely online by following the Oasis E-Safety guidelines and complying with the Acceptable Use Policy.

Learning environment:

We believe that:

- Stimulating resources through any Oasis Online learning space and/or the OasisZone should be available in a format appropriate to the students and accessible from a range of devices within the learning environment
- The provision of secure storage areas for student's personal devices when not required will provide a solution so devices are not left unattended

Links with other policies and documents:

- Acceptable Use of Technologies Policy

Guidance

Acceptable Use of Technologies Policy and Appendices 1 - 11

Curriculum Policy (Secondary)

Curriculum Principles

Oasis Community Learning will maintain a shared online learning space, enabling all staff, teachers, students and parents/carers to jointly celebrate, share and learn from one another. The tools provided within the online learning space give a secure way to introduce students to the world of social networking and how to protect themselves as they become autonomous users of technology systems that fall outside of controlled Academy environment.

Access to the use of personal devices to allow students to develop as autonomous learners will become increasingly important within the learning environment. As IT services continue to develop, it is important that permission for the use of such devices is granted in accordance with the agreed principles of the Acceptable Use of Technology Policy (AOTP).

E-safety guidelines, forming part of the AOTP, will be adopted or adapted by the Academy. Users of the Oasis IT systems will be able to work safely if they follow the guidelines both within the Academy learning environment and their everyday life.

Procedures

Students will be able to study from any location; the Oasis Online Learning Space and/or the OasisZone will deliver a series of technology learning tools and resources to help students to plan, collaborate, and receive feedback from teachers or other expert sources, that may include the use of video conferencing between sites, relating to their chosen subjects.

4 Key Stage Three

- Students will also have access to a range of technological tools to develop their own strategies for learning, sports and ICT. Religious Education may be delivered as a discrete subject or in an extra-curricular manner.

5 Key Stage Four

- Students will be able to study from any location; the Oasis Online Learning Space and/or the OasisZone will deliver a series of technology learning tools and resources to help students to plan, collaborate, and receive feedback from teachers or other expert sources relating to their chosen subjects.

6 Post 16 Study

Students will be able to study from any location; the Oasis Online Learning Space and/or the OasisZone will deliver a series of technology learning tools and resources to help students to plan, collaborate, and receive feedback from teachers or other expert sources relating to their chosen subjects.

Teaching and Learning Policy (Secondary)

2 High quality learning is the result of all teachers:

- Being able to use a range of technological tools to aid planning, communication, collaboration and feedback

3 Outstanding teaching occurs when teachers...

- Support students in selecting appropriate technological tools to improve their development as autonomous learners

4 To achieve this, Middle leaders will be expected to:

- Ensure that a wide range of technological tools are used appropriately to enhance pedagogy
- Review how effectively the students are working within the e-safety guidelines that form part of the AOTP
- Review whether the Academy's disciplinary sanctions, with regards to access to technologies, is protecting individual students sufficiently and not affecting the way in which they choose to work.
- Ensure that any external agencies, third party suppliers or other organisations working with Academies are aware of the e-safety guidelines and the AOTP
- Make sure that any incidents, either misuse of systems or access to undesirable internet websites is reported according to the Acceptable Use of Technologies Policy. (See AOTP, Section 5, E-Safety, Appendix 4, Roles and Responsibilities and Appendix 5, Oasis Staff Agreement)

5 Classroom teachers will be expected to:

- use a range of technological tools selectively and appropriately to enhance the teaching process and motivate students towards positive attitudes to learning, enabling them to take more responsibility for their own learning
- make effective use of the Oasis Online Learning Space and/or the OasisZone to celebrate, share and learn from one another. The tools provided within the Oasis Online Learning Space and/or the OasisZone give a secure way for students to engage in a controlled social network
- ensure that students know how to protect themselves as they become autonomous users of technology systems that fall outside of the controlled Academy environment.
- Make sure that any incidents, either misuse of systems or access to undesirable internet websites is reported according to the Acceptable Use of Technologies Policy (See AOTP, Section 5, E-Safety, Appendix 4, Roles and Responsibilities and Appendix 5, Oasis Staff Agreement)

6 Support staff will be expected to:

- use a range of technological tools as agreed with the class teachers
- make sure that any incidents, either misuse of systems or access to undesirable internet websites is reported according to the Acceptable Use of Technologies Policy (See AOTP, Section 5, E-Safety, Appendix 4, Roles and Responsibilities and Appendix 5, Oasis Staff Agreement)

7 Students will be expected to:

- ensure that any devices provided by Oasis for their personal use are brought in to the Academy unless specifically told not to and are fit for purpose.
- develop safe ways of working within the e-safety guidelines from the AOTP when making use of technological tools both in the Academy and when accessing resources remotely
- understand how important the reporting any inadvertent access to undesirable internet websites or images is and ensure that they report any such instances to their class teachers

8 Parents and carers will be expected to:

- ensure that any devices provided by Oasis for their child's personal use are used in accordance with Oasis's Home Use Agreement Policy and are maintained fit for purpose. (See AOTP Appendix 5,)
- ensure that that child can work safely within the E-Safety guidelines according to the Acceptable Use of Technologies Policy. (See AOTP, Appendix 5)

9 We believe learning will most effectively take place when:

- students select appropriate technological tools to support their learning by enabling them to plan, celebrate, collaborate and communicate in a format that is most appropriate to their own learning strategies

See Lead Practitioner handbook guidance for planning lessons (supplementary sheets)

Acceptable Use of Technologies Policy and Appendices 1 - 11

11. Feedback

High quality feedback improves self-motivation of students resulting in maximising their learning outcomes. Therefore we will ensure that:

- feedback can be accessed from any location through the Oasis Online Learning Space and/or the OasisZone enabling students to benefit by being able to assimilate the content of feedback whenever they want/need to and wherever they are

12. Learning environment

We believe that...

- stimulating resources through the Oasis Online Learning Space and/or the OasisZone should be available in a format appropriate to the students and accessible from a range of devices within the learning environment

Therefore we will ensure that...

- All classrooms are visually stimulating and designed to motivate learning and that displays:

To ensure the safety of personal devices within the learning environment:

- the provision of secure storage areas for student's personal devices when not required will provide a solution so devices are not left unattended

13. The Quality Mark: Behaviour for learning – (Optional – see Appendix E)

A number of specific policies which relate to particular aspects of teaching and learning will be developed alongside this document and will provide more specific guidance in certain areas

Add

Acceptable Use of Technologies Policy

Parental/carer's Code of Conduct Policy

2 The Scope and Application of this Policy

2.1 The policy aims to ensure that the following behaviours demonstrated by parents will be dealt with by the Academy:

- Misuse of systems, for example the Oasis Online Learning Space and/or the OasisZone, or equipment provided by Oasis

6 Information for parents

Parents/carers will be expected to comply with the Acceptable Use of Technologies Policy and any Home Agreement that Oasis issues regarding their child's use of the Oasis Online Learning Space and/or the OasisZone and Academy owned equipment.

9 Guidance documents

Acceptable use of Technologies Policy Appendix 5 Acceptable Use Agreements

Offsite activities and educational visits Policy

5.9 E-Safety procedures

- **Personal devices**

Oasis Acceptable Use of Technologies Policy applies wherever Oasis systems or equipment may be used. Therefore, students should be reminded that they have signed an Acceptable Use Agreement for use of Oasis systems and equipment and this will apply to any activities or visits carried out as oasis students.

- **Mobile Phones**

At the discretion of the Trip Leader, students are allowed to take mobile phones on educational visits but they should be used for emergency purposes only. However, as in Oasis, students will be responsible for their own belongings. For personal safety reasons, students should be advised not to carry any technological devices, for example mobile phones, iPads in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits. Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.