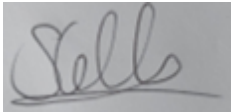




Acceptable Use Policy

Policy Owner: Sandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		24.09.2024	Annual



Mission Statement

School of Coding is a safe, well ordered and caring environment for learning. It delivers high quality education to all its AEP students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates AEP students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide AEP students with access to a range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every AEP student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

Values

1. Alternative Provision allows educators to make reasonable adjustments for individual students' needs.
2. Learning is about a journey and there is more than one way to get to the destination
3. Qualifications, manners, respect and opportunity should be the foundations for all students.

High Expectations– AEP students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – at School of Coding we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at School of Coding we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment

Success – can come in many virtues, at School of Coding we celebrate the small steps every day and tell students when they are doing well. We ensure that AEP students can have a successful future.

Personalised Support - all students at School of Coding have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.



1. General Guidelines

- All users must respect the values and ethos of the School of Coding, including respect for others, good manners, and upholding a safe and orderly environment, both online and offline.
 - The use of school technology resources, including internet access, hardware, software, and communication tools, is a privilege, not a right, and should support educational purposes and personal growth.
 - Students and staff must always conduct themselves in a professional, respectful, and responsible manner when using school resources.
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2. Personal Responsibility

- Users are responsible for their own actions and must use digital resources in a way that reflects the school's values, including self-control, respect for others, and maintaining a safe, well-ordered environment.
 - Each user will be assigned unique login credentials for accessing school systems and is responsible for keeping their password secure and confidential. Sharing passwords or using someone else's account is prohibited.
 - Users are expected to report any security concerns, breaches, or inappropriate content immediately to a member of staff.
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3. Internet and Network Use

- School-provided internet access is intended for educational purposes and must not be used to access inappropriate, illegal, or offensive material.
 - All internet activity is monitored. Any use of the internet to access, download, or distribute offensive or inappropriate content (such as violence, hate speech, or pornography) will result in disciplinary action.
 - Users are prohibited from attempting to bypass security settings or access restricted areas of the school network.
 - Cyberbullying, harassment, or any form of online abuse will not be tolerated and will be treated seriously, with consequences in line with the school's behaviour policy.
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4. Use of Devices

- Personal devices (e.g., smartphones, tablets, laptops) may be allowed for educational purposes, but only with staff permission and under school supervision.
 - School-owned devices must be used for school-related activities and handled with care. Damaging or vandalising any school property, including digital devices, is strictly prohibited.
 - Unauthorised recording (audio, video, or photographs) of students, staff, or any school activities without consent is not permitted.
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5. Social Media and Communication

- All communication via school systems (e.g., email, messaging platforms) should be respectful, constructive, and focused on educational goals. Inappropriate language, offensive comments, or disrespectful behavior will not be tolerated.
 - Social media use within school premises should be educational and appropriate. Engaging in inappropriate social media behaviour or online activities that reflect poorly on the School of Coding is strictly forbidden.
 - Students and staff should be aware that posts made online, even outside of school hours, can still have consequences within the school if they negatively affect the school community.
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6. Data Privacy and Security

- Users must respect the privacy and confidentiality of others. Accessing, sharing, or distributing another person's personal data (including photos, assignments, or communications) without their explicit permission is forbidden.
 - Sensitive data, including personal or academic information, must be handled securely and in compliance with data protection laws.
 - Any breach of data privacy or unauthorized use of personal information must be reported immediately.
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7. Copyright and Intellectual Property

- Users must respect copyright laws and intellectual property rights. Plagiarism or copying other people's work, including online resources, without proper citation is not allowed.
 - Software, apps, and digital resources provided by the school must be used within the limits of their licensing agreements. Copying or distributing licensed software without authorization is prohibited.
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8. Consequences of Misuse

Failure to comply with this Acceptable Use Policy may result in:

- Restricted access to school devices, the internet, or other digital resources.
 - Disciplinary action in accordance with the School of Coding's behaviour policy, which may include detentions, suspension, or exclusion for serious breaches.
 - Legal action or involvement of law enforcement where applicable.
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9. Agreement

By using the digital resources provided by the School of Coding, all students, staff, and visitors agree to adhere to this Acceptable Use Policy. We encourage open communication and support to help guide responsible use of technology in line with the school's mission to develop students' full potential.