COLAI Student Online Acceptable Use Policy

City of London Academy Islington will provide students with filtered, monitored online accounts for learning platforms such as Google and Show My Homework for the purpose of facilitating teacher-student communication and participation in web-based classroom activities to support student online learning. The aim of COLAI is to provide tools for effective and meaningful classroom instruction, and to ensure that these tools are used in a safe and ethical manner. Student accounts are actively monitored by staff and are intended for educational purposes only. Failure to comply with the acceptable use policy of COLAI by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

1. **Account security and safety.**
   - It is the responsibility of students to maintain the confidentiality of their account information
   - Students will not share usernames, passwords, or other account information
   - Under no circumstances will students attempt to login to another student's Google account. If a child believes someone else has their account information or someone has logged into their account then they should contact info@cityacademyislington.org.uk immediately so can we can investigate and reset the account information
   - Cyber-bullying and harassment will not be tolerated
   - Students are expected to report any suspicious or threatening communication immediately
   - Students will not use online platforms to share personal information, such as full names, locations, family information, phone numbers, etc

2. **Student use guidelines.**
Student accounts are to be used for the following purposes only:

   - Teacher-student communication
   - Accessing/submission of classroom assignments or materials
   - Creation of documents for classroom work
   - Remote learning activities
   - Correspondence with students/partners in collaborative class activities

Students may not use their accounts for:

   - Unauthorised personal communication
   - Bullying or harassment of other students
   - Forwarding of chain mail, spam, or commercial content
   - Sending inappropriate or immoral content or language

3. **Privacy.**
   - Student accounts are the property of City of London Academy Islington and are monitored at all times, students should not expect any documents to be private
   - Additionally, active software-based filtering will monitor student accounts for content and dangerous/malicious comments and programmes

4. **Consequences of violation of acceptable use policies.**
Students who make unacceptable use of student accounts are subject to any of the following:
   - Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only
   - Temporary or permanent loss of access to student accounts
   - Disciplinary action as determined to be appropriate by teachers, or criminal prosecution by appropriate law enforcement agencies