

3 April 2020

Dear Families

**Dixons Allerton Academy – Scholar IT acceptable use policy**

Due to the emergency closure of all schools due to the Coronavirus, the academy took action to provide all scholars with access to Google Classroom, Seneca for Home Learning and access to school emails via Microsoft 365 account.

This facility was to enable all of our scholars to access learning online whilst the school is closed.

The use of this system comes with a certain amount of trust and responsibility and as such all scholars need to read and understand the following guidelines

- Scholars must only communicate with teachers if they have a genuine query about their work irrelevant conversation or general chat is not permitted
- Leaving comments on Google Classroom is also not appropriate and should not be happening
- Scholars should not be using this facility as a method of social media, as such group replies, and silly behaviour will not be tolerated in any form
- Scholars should only be using these facilities to complete work, save work and send the work back to the relevant teacher
- Any verbal abuse towards any academy member will be taken very seriously and will be reported to the police
- Any form of online bullying against other scholars – will not be tolerated

If scholars cannot adhere to the rules, then the academy may take the following steps

- Informing parents of poor conduct
- Blocking of the scholars account for a period of time
- Blocking of a scholars account until further notice
- Restricted access to facilities
- Reporting to the police

If scholars experience any online, peer on peer abuse please report this to: [scholarsupport@dixonsaa.com](mailto:scholarsupport@dixonsaa.com)

All scholars need to have read and understand the user terms in this letter.

I would like to express my thanks to all those scholars who have used this facility as intended.

For information on how to keep your children safe online and to report an incident of online abuse; please use the following links that are also available on the academy website in the 'Family Support & Advice' section:

Thinkuknow – for advice from the National Crime Agency to stay safe online: <https://www.thinkuknow.co.uk/parents/>  
CEOP – for advice on making a report about online abuse: <https://www.ceop.police.uk/safety-centre/>

In addition if scholars are experiencing issues they can also email [scholarsupport@dixonsaa.com](mailto:scholarsupport@dixonsaa.com)

We will update our academy website with details of organisations that can help with online safety and safe use of the internet please check at [www.dixonsaa.com](http://www.dixonsaa.com)

Yours sincerely

Clare Skelding  
Executive Principal

