

24 March 2020

Dear Families

Dixons Kings Academy - IT policy and User guide

Due to the emergency closure of all schools due to the Coronavirus, the academy took action to provide all students with access to school emails and a Microsoft 365 account.

This facility was to enable all of our students 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 students need to read and understand the following guidelines

- Students 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 the shared site is also not appropriate and should not be happening
- Students 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
- Students should only be using this facility 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 students – will not be tolerated

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

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

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

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

Yours sincerely



Richard Wilson
Principal

