

Part 2: ICT Acceptable Use Policy

Note: This policy should be read in conjunction with other ICT policies

ICT Acceptable Use Agreement: Students

- I will only use ICT systems in school, including the internet, e-mail, digital video and mobile technologies for educational purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password and will not use anyone else's account.
- I will follow the school's ICT security system and not reveal my passwords to anyone and will change them regularly.
- I will only save files on the network that are related to school work. I will not use filenames that could be considered offensive.
- I will not attempt to make any unauthorised alterations to the technical environment provided by the school and I will not download, install, modify or run any software on school technologies that were not made available to me by the school.
- I will not attempt to bypass the internet filtering system.
- I will not play games on school ICT systems without a member of staff's permission.
- I will only use my school e-mail address. I will check my e-mail regularly and carry out routine 'housekeeping' of my e-mail messages.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible and follows guidelines in all relevant policies.
- I will respect the privacy and ownership of others' work online at all times.
- I will be responsible for my behaviour when using the internet and online services. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will not take or publish images/video/audio recordings or other identifying media of students and/or staff without the express permission of a member of staff. Images/video/audio recordings or other identifying media will only be stored and used for school purposes in line with school policy and will not be taken outside the school network or used outside of official school platforms without the permission of the Headmaster.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others upset or distress or bring the school or an individual into disrepute.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers and parents.
- I will respect ICT equipment and will not deface or damage it.
- I will log off when leaving a computer.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

Acceptable Use Agreement: Staff, Governor and Visitor

Note: This policy should be read in conjunction with other ICT policies.

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are a part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are required to sign this policy and adhere at all times to its contents. Any governor or visitor accessing using the ICT facilities or network must be made aware of this policy. Any concerns or queries should be discussed with Mr Baker (Leader of ICT) or Mrs Stevens (eSafety co-ordinator).

- I will only use the school's ICT systems, such as e-mail / Internet / Intranet / Google Apps for Education / remote access and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headmaster or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities. Users are required to use a 'strong' password and change it regularly as instructed by Network Resources. Staff must report any suspected breaches of security to Mr Baker.
- I will ensure that others do not have access to my account when I am not at my computer (This means locking or logging off if you are away from your computer.) I will take particular care when accessing the school systems remotely. It is advised that staff do not use the remote access from a public place; if it is necessary to do so, staff must take particular care to ensure systems and data are kept secure.
- I will ensure that all electronic communications with students, staff and parents are compatible with my professional role.
- I will only use the approved, secure e-mail system for any school business and communication with students and staff.
- I will not give out my own personal details, such as mobile phone number or personal e-mail address, to students or parents.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or downloaded when authorised in advance by the Headmaster or Governing Body. Personal or sensitive data taken off site in an electronic format must be encrypted. Staff leading a trip are expected to take relevant student information with them but this must be kept secure at all times.
- I will not install any hardware or software without permission of Network Resources.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images/video/audio recordings or other identifying media of students and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer and staff member. Images/video/audio recordings or other identifying media will not be taken outside the school network or used outside of official school platforms without the permission of the parent/carer, member of staff and Headmaster.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I understand that all my use of the internet/e-mail and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headmaster.
- I will respect copyright and intellectual property rights. If I am unsure about this, I will seek advice.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- I will support and promote the school's eSafety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.