

# Information Technology Acceptable Use Policy

## Guidance Notes:

- Staff, Students and Parents must accept the rules and regulations detailed in this document.
- Failure to comply with the rules could mean that access is withdrawn or, in some cases, more severe action is taken, including legal action, Staff disciplinary action or loss of the Student's place at the School.
- Access is only permitted for current students and full time employees. Temporary access may be granted to part-time staff and visitors at the discretion of the IT Director.
- Access to the Internet and JANET (Joint Academic Network) comply with the JANET acceptable use policy, copies of which can be found at <https://community.ja.net/library/acceptable-use-policy>

## Aims

- To benefit students from the educational opportunities presented by access to information technology
- To safeguard students and staff from risks arising from exposure to harmful or inappropriate material
- To minimise the risk of harm to the assets and reputation of the School
- To enable students to take responsibility for their own use of technology
- To prevent unnecessary criminalisation of pupils and staff

## Staff and Students must:

- Take responsibility for their own actions.
- Not attempt to repair or maintain computer equipment and peripherals, including printers, mouse, keyboard etc.
- Report immediately to Computer Services or Academic Staff any damage to equipment or peripherals.
- Complete the appropriate PC allocation form (where appropriate) prior to using equipment within the Learning Centres.

## Acceptable Use:

Subject to the following paragraphs, staff and students may use the IT facilities within the School for the purposes of data processing, communications, research and other applications of Information Technology that genuinely support the educational process within the School.

## Examples of unacceptable use, which may result in legal action, dismissal or loss of place at the School:

- Use of the Internet for any illegal purpose.
- The acquisition, creation or transmission of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- The introduction of computer "viruses", "Trojans" or "worms" etc. with the intention of causing disruption or damage to the School's equipment or data.
- The transmission or creation of material of a threatening nature, or intended to harass, frighten etc.
- The transmission or creation of material of a libellous nature
- The transmission of unsolicited commercial or advertising material or similar activities (spamming).
- The infringement of copyright
- Hacking, or other deliberately disruptive activity

- Deliberate damage to computer equipment, including, monitor, mouse, keyboard, headphones etc.
- Using photographic material to bully, harass or intimidate other pupils or members of the School community
- Sexting is strictly prohibited, regardless of whether or not the image(s) are recorded or shared in school at the time

**Examples of unacceptable use which may result in access to IT facilities being withdrawn:**

- Use of impolite or abusive language.
- Allowing another person use or knowledge of their personal account and password details.
- Accessing chat sites and messaging sites including SMS messaging
- Playing or downloading the following
  - Computer games
  - Music files including streaming audio/radio
  - Video files including streaming video
  - Programmes and executable files
- Installing unauthorised applications
- Playing music CDs

**Third Party Online Services (Google Docs/Drive/Forms)**

In recognition of the benefits that service such as Google Forms bring to Staff, access to Google Drive has been enabled (Staff Only). This facility may however be withdrawn without notice should we believe inappropriate content or other threats to our systems exist. It is essential that all users of third party storage and services such as Google Forms and other Google Drive reliant features are fully aware that this service may, in the interests of security and wellbeing, be withdrawn without notice and as such always have an alternative strategy in place.

This list is by no means exhaustive and is given as a guide. The School will determine the category and severity of any other misuse.

*June 2019*