



## Acceptable Use Policy

All students must follow the conditions described in this policy when using school ICT resources. .

Breaking these conditions may lead to:

- Withdrawal of the students access,
- Close monitoring of the students network activity,
- Investigation of the students past network activity,
- In some cases, criminal prosecution.

### Conditions of Use

The following list does provide some examples that must be followed:

1	I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4	I will not reveal any personal information (e.g. home address, telephone number) about myself or other users on the internet.
5	I will not trespass into other users' files or folders.
6	I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
7	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the IT support team.
8	I will ensure that I log off after my session has finished.
9	I will use the computer allocated to me at the start of the year.
10	I understand that I am will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
11	I am aware that e-mail is not guaranteed to be private. Messages supporting of

	illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
12	I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the IT support team.
13	I will not introduce "USB drives" or other portable devices into the network.
14	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
15	I will not download and/or install any unapproved software, system utilities or resources from the Internet.
16	I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
17	I will not attempt to harm or destroy any equipment or the work of another user in the school.

## **UNACCEPTABLE USE**

Examples of unacceptable use include, but are not limited to:

- Logging into another machine not allocated to you.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- Unauthorised access to data and resources that belong to other "users".
- User action that would cause:
  - Corruption or destruction of other users' data,
  - Violate the privacy or dignity of other users,
  - Intentionally waste time or resources on the school network or elsewhere.

## **ACCOUNT SECURITY**

Users are responsible for the protection of their own account and should not divulge passwords to anybody. Passwords are given by the IT support team and must not be changed. Users should not log on to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

## **USE OF FACILITIES**

It is not acceptable to:

- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.

Attempt to use any form of hacking/cracking software or system.

Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute.

Engage in activities that waste technical support time and resources.

## **INTERNET ACCESS**

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.

The use of public chat facilities is not permitted.

Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

## **EMAIL**

Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

If a user receives an email from an unknown person or that is offensive or upsetting, the tutor should be informed. Do not delete the email in question until the matter has been investigated.

Sending or forwarding chain emails is not acceptable.

Do not open attachments from senders you do not recognise, or that look suspicious.

Pupils may only use the email facilities provided by the School.

## **PRIVATELY OWNED COMPUTERS**

Personal laptops and desktops are allowed to be connected to the school network. They are subject to the Acceptable Use Policy.

All computers must, for their own protection, have the Antivirus software installed, which can be provided by the school

## **PRIVACY AND PERSONAL PROTECTION**

Users must, at all times, respect the privacy of others.

Users should not forward private data without permission from the author.

Users should not supply personal information about themselves or others via the web, email or IM/SN.

Users must not attempt to arrange meetings with anyone met via the web, email or IM/SN.

Users should realise that the school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the Acceptable Use Policy or school guidelines are not being followed.

## **DISCIPLINARY PROCEDURES**

Those who misuse the computer facilities and break the Acceptable Use Policy will be subject to disciplinary procedures.

## **SUPPORT**

If you have any questions, comments or requests with regards to the systems in place, please do not hesitate to contact a member of the department.

Faulty equipment should be reported to the department in person or by sending an email to [itsupport@ladynafisa.org](mailto:itsupport@ladynafisa.org)

Users should not attempt to repair equipment themselves.

**Signed and approved by Headteacher:**

**Signed and approved by Chair of Governors:**

*Policy updated:*

*Policy Review:*