



## Palmerston School ICT Acceptable Use Policy

ICT resources, including Internet access, are potentially available to students and staff in the school. All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access; monitoring and or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

These resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. Any expression of a personal view about the school or Local Authority matters in any electronic form of communication must be endorsed to that effect. Any use of resources that would bring the name of the school or LA into disrepute are not allowed.

The school expects that staff will use technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources. *Independent pupil use of the Internet or the school's Intranet will only be permitted upon receipt of signed permission and agreement forms as laid out below.* All ICT resources will be regularly monitored to ensure that they are being used in a responsible fashion.

### CONDITIONS OF USE

#### ***Personal Responsibility***

Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. (See section 13.0 in the WSCC ICT in schools Acceptable Use Protocol guidance). Users will accept personal responsibility for reporting any misuse of these resources to the Headteacher.

#### ***Acceptable Use***

Users are expected to utilise these resources in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable but the following list provides some guidelines on the matter:

### NETWORK ETIQUETTE AND PRIVACY

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite - never send or encourage others to send abusive messages.
2. Use appropriate language - users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4. Privacy - do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other user's files or folders.
5. Password - do not reveal your password to anyone. If you think someone has learned your password then contact the ICT co-ordinator.
6. Electronic mail - Is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
7. Disruptions - do not use the network in any way that would disrupt use of the network by others.
8. Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
9. Staff or students finding unsuitable websites through the school network should report the web address to the ICT co-ordinator.
10. Do not introduce floppy disks or "pen drives" into the network without having them checked for viruses.
11. Do not attempt to visit websites that might be considered inappropriate. (Such sites would include those relating to illegal activity; all sites visited leave evidence in the LA network if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
12. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
13. Files held on the school's network will be regularly checked by the ICT co-ordinator.
14. It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.

## **UNACCEPTABLE USE**

Examples of unacceptable use include but are not limited to the following:

- Users must login with their own user ID and password, where applicable, and must not share this information with other users. They must also log off after their session has finished.
- Users finding machines logged on under other users username should log off the machine whether they intend to use it or not.
- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety. (The LA have filters in place to block e-mails containing language that is or may be deemed to be offensive.)
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates copyright law. This includes through Video Conferencing and Web Broadcasting.
- Receiving, sending or publishing material that violates Data Protection Act or breaching the security this act requires for personal data.
- Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access to data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.



### ***Additional guidelines***

- Users must comply with the acceptable use policy of any other networks that they access.
- Users must not download software without approval from the Headteacher.

### **SERVICES**

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

### **NETWORK SECURITY**

Users are expected to inform the ICT co-ordinator immediately if a security problem is identified. Do not demonstrate this problem to other users. Users must login with their own user id and password, where applicable, and must not share this information with other users. Users identified as a security risk will be denied access to the network.

### **PHYSICAL SECURITY**

Staff users are expected to ensure that all portable ICT equipment such as iPod/iPad devices, laptops, digital still and video cameras are securely locked away when they are not being used. Items that need to be left over breaks and lunchtimes for example will need to be physically protected by locks and or alarms.

### **WILFUL DAMAGE**

Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited.

### **MEDIA PUBLICATIONS**

Named images of pupils (e.g. photographs, videos, web broadcasting, TV presentations, web pages etc.) must not be published under any circumstances. Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site. Please refer to school reception team to ascertain if permissions are held and if necessary obtain a standard consent form.

Pupils' work will only be published (e.g. photographs, videos, TV presentations, web pages etc) if parental consent has been given.



## Agreement - Loan of ICT equipment for use offsite.

Staff Name	
Staff Role	
Product details of equipment on loan e.g. Product description, serial numbers etc. Please include details of any peripherals and/or cables such as chargers etc.	
Date issued	
Date to be returned	
Issued by (name & role)	Name
	Role
I have read, understand and agree to, the Palmerston School ICT Acceptable Use Policy.	Signed
	Date

Equipment and peripherals returned in order and checked for damage.	Signed  Date
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