



# Acceptable Use Policy

## Contents

1. Introduction and aims.....	3
2. Relevant legislation and guidance .....	3
3. Definitions.....	4
4. Unacceptable use.....	4
5. Staff (including Trustees, SSC Members, volunteers, and contractors) .....	6
6. Pupils.....	-
7. Parents .....	10
8. Data security .....	10
9. Internet access.....	12
10. Monitoring and review .....	13
11. Related policies .....	13
Appendix 1: Facebook cheat sheet for staff .....	

## 1. Introduction and aims

### 3. Definitions

"ICT facilities": includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

"Users": anyone authorised by the school to use the ICT facilities, including Trustees, SSCmembers, staff, pupils, volunteers, contractors, and visitors

"Personal use": any use or activity not directly related to the users' employment, study, or job purpose

"Authorised personnel": employees and contractors authorised by the school to perform systems administration and/or monitoring of the ICT facilities

"Materials": files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

### 4. Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary proceedings (see section 4.3 below).

Unacceptable use of the school's ICT onsite facilities includes:

Using the school's ICT facilities to breach intellectual property rights e.g. copyright

Using the school's ICT facilities to bully or harass someone, or to promote unlawful Discrimination

Breaching the school's policies or procedures

0508@x



Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

Using inappropriate or offensive language

Please refer to section 4.3 for your



Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities (see section 5.5). Where breaches of this policy are found, disciplinary action may be taken.

Staff are also permitted to use



Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our [Data Protection Policy](#).

## 5.2 School social media accounts

The school has an official Facebook/Twitter/Instagram page, managed by Avanti's marketing team. Staff members who have not been authorised to manage, or post to, these accounts, must not access, or attempt to access these accounts.

The school has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the accounts must ensure they abide by this policy at all times.

## 5.3 Monitoring of school network and use of ICT facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications

Only authorised ICT staff or authorised teaching staff may inspect, monitor, intercept, assess, record and disclose the above. This will only ever be to the extent permitted by law and as necessary and justifiable for work-related purposes..

The school may monitor ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures, and standards
- Ensure effective school and ICT operation
- Conduct training or quality control exercises
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

The following information will be provided to employees subject to monitoring:

Circumstances: Monitoring may take place when an employee is on long-term sickness or absence, or when there is a suspicion of inappropriate use or security breaches.

Nature of Monitoring: Monitoring may include reading, reviewing, or archiving emails.

How Information is Used: Information obtained through monitoring will be used for the purposes of maintaining school operations, ensuring compliance with policies and regulations, and investigating any concerns or breaches.



## 6. Pupils

### 6.1 to ICT facilities

ICT facilities should only be made available to pupils under the following circumstances:

Computers and equipment in the school's ICT suite are available to pupils only under the supervision of staff

Specialist ICT equipment, such as that used for music or design and technology must only be used under the supervision of staff

Pupils will be provided with an account linked to the school's virtual learning environment, which they can access from any device

Pupils can use the computers in a location outlined by a Principal, independently for educational purposes only



been granted access. If access is provided in error, or if something a user should not have

## 9.1 Pupils

The school may provision wifi for student device use:

Wifi will be segmented and visible with a specific name, such as BYOD.

Access to the connection will be reliant on a username and password. All connections are monitored and filtered.

Pupils can request access if the network is available by asking their teacher/admin staff.

## 9.2 Parents and visitors

Parents and visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the Principal.

The Principal will only grant authorisation if:

Parents are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)

Visitors need to access the school's wifi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the wifi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

## 10. Monitoring and review

The Principal and Head of IT monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 2 years.

The governing board Audit and Risk is responsible for approving this policy.

## 11. Related policies

This policy should be read alongside the school's policies on:

[Child-Protection and Safeguarding](#)

[School Behaviour](#)

Staff discipline

[Data Protection](#)

[Online Safety and Remote Learning](#)



Remember that some information is always public; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range, profile





### Appendix 3: Acceptable use agreement for older pupils

#### Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers

Name of pupil:

When using the school's ICT facilities and accessing the internet in school, I will not:

Use them for a non-educational purpose

Use them without a teacher being present, or without a teacher's permission

Use them to break school rules

Access any inappropriate websites

Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)

Use chat rooms

Open any attachments in emails, or follow any links in emails, without first checking with a teacher

Use any inappropriate language when communicating online, including in emails

Share my password with others or log in to the school's network using someone else's details

Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the

## Appendix 4: Acceptable use agreement for younger pupils

Appendix 5: Acceptable use agreement for staff, Trustees, SSC Members