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- Failure to comply with the rules could mean that access is withdrawn or, in some cases, more severe action is taken, including legal action, Staff disciplinary action or loss of the Student's place at the School.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

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.

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.
- Using any platform including social media sites such as YouTube, TikTok, Instagram and Snapchat to Create, upload or share:
    - Hateful, libellous, illegal, or abusive content.
    - Offensive and damaging remarks or images against other pupils, staff or the school itself.
- 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", "Worms", "Malware" or "Keyloggers" 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.

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.

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
  o Computer games
  o Music files including streaming audio or radio.
  o Video files including streaming video.
  o Programs and executable files.
- Installing unauthorised applications.
- Playing music CDs.

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. July 2022