



South Molton Community College

ICT Acceptable Usage Policy

Date adopted by the Governing Body: October 2012

Date for review: October 2015



South Molton Community College ICT Acceptable Usage Policy



Networked resources, including Internet access, are available to students and staff in the school. The school computer systems are provided for use by pupils to support their education and by staff to enhance their professional activities including teaching, research, administration and management.

Teachers are responsible for guiding students in their on-line activities by providing clear objectives for internet use. Teaching staff will also ensure that students are made aware of what is regarded as acceptable and responsible use of the internet.

All internet access for staff and students is filtered through a proxy server provided by SWGfL to screen out undesirable sites at source.

All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access or initiate monitoring and/or retrospective investigation of the users use of these services.

These networked resources are intended for educational purposes and may only be used for legal activities consistent with the rules of the school.

The school expects that staff will use new technologies as appropriate within the curriculum and that they will provide guidance and instruction to pupils in the use of the resources. Pupil use of the network resources and internet will only be permitted upon receipt of signed permission from the parent/guardian. All computer systems will be regularly monitored to ensure that they are being used in a responsible manner.

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 will accept personal responsibility for reporting any misuse of the network to a teacher or network manager.

Acceptable Use

- Users are expected to use the network systems in a responsible manner.
- Be polite – never send or encourage others to send abusive messages
- Use appropriate language – users should remember that they are representatives of the school. Illegal activities of any kind are strictly forbidden

- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group
- Privacy – do not reveal any personal information about yourself or others
- Do not reveal your password to anyone. If you think someone has learned your password the contact the network manager
- Do not use the network in any way that would disrupt use of the network by others
- Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access
- Staff or pupils finding unsuitable websites through the school network should report the web address to the network manager
- Do not use usb devices onto the network without having them checked for viruses first
- Do not attempt to visit websites that might be considered inappropriate
- Unapproved system utilities and executable files are not allowed in pupils workspaces
- Files held on the school network will be regularly checked by the network manager
- It is the responsibility of every user to take all reasonable steps to ensure compliance with the conditions set out in this document

Unacceptable Use

- Users must login with their own user ID and password and must not share this information with others. They must logoff after their session has finished
- Users finding machines logged on under other users profiles should logoff the machine immediately
- Accessing or creating, transmitting, displaying or publishing any material that is likely to cause offence
- Receiving, sending or publishing material that violates copyright law
- Receiving, sending or publishing material that violates Data protection
- Transmitting unsolicited material to other users
- Unauthorised access to data and resources on the school network
- User action that would cause corruption or destruction to other users' data, or violate the privacy of others, or intentionally waste time or resources on the network
- Using obscene language
- Intentional damage to computer systems or networks
- Accessing systems without authority or permission
- Deliberately introducing computer viruses onto the school network
- Employing school systems for commercial purposes
- Theft of equipment
- Private use of school systems
- Posting anonymous messages and forwarding chain letters

SERVICES

The school will not be responsible for any damages suffered whilst on the system. These damages include loss of data due to users errors or omissions.

NETWORK SECURITY

Users are expected to inform the network manager immediately a security problem is identified. Do not demonstrate the problem to others users.

PHYSICAL SECURITY

Staff users are expected to ensure that portable ICT equipment such as laptops are securely locked away when they are not being used. When an area is not in use ensure the room is locked.

DATA SECURITY

Staff users away from their offices and work areas are to lock their computer screens (using CTRL+ALT+DEL) to avoid unauthorised access to their work areas. Sensitive information such as SIMS data should only be accessed in a secure environment and logged of after use.

WILFUL DAMAGE

Any malicious attempt to harm or destroy any equipment or data of another user or computer system will result in loss of access to network and disciplinary action. This includes the creation or uploading of computer viruses.

MEDIA PUBLICATIONS

Written permission for parents/guardians will be obtained before photographs of pupils are published. This includes the school website, VLE and Merlin.

COMMUNICATING THE SCHOOL'S ACCEPTABLE USAGE POLICY

Informing Students

'Code of Practise' posters are displayed near all networked computer systems.

Acceptable use is also displayed on each computer terminal prior to initial login. By clicking OK to this message will confirm that the user will accept the terms of this policy.

Informing Staff

Acceptable use is also displayed on each computer terminal prior to initial login. By clicking OK to this message will confirm that the user will accept the terms of this policy. Each new member of staff is given a copy of acceptable usage guidelines when be given access to the network.

Informing parents/guardians

Parents' attention will be drawn to the school acceptable usage policy on the school website. The school requires parental consent before a student can access the school network.