

<b>Elizabeth Woodville School</b>	
Policy Name:	IT Acceptable Use Policy and Agreement
Owner:	School Business Manager
Date Ratified:	By Governing Body December 2023
Review date:	December 2024

### **Aims:**

IT is seen as beneficial to all members of the EWS School Community (referred to thereafter as ‘the school’) in supporting learning, teaching, research, administration and approved business activities. The School’s IT Facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the school.

This Acceptable Use Policy is intended to ensure:

- that all users, will be responsible and stay safe while using IT devices, systems and services.
- that school devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.

### **1. The Acceptable Use Policy:**

The School’s IT Facilities should only be used to support learning, teaching, research, administration and approved business activities of the School. The IT Facilities must not be used for personal commercial, political, charitable, and other such activities unless expressly authorised by the school.

- 1.1 The school employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware that the school cannot guarantee such security. Users should therefore engage in safe computing practices by backing up files, and promptly reporting any misuse or violations of this policy.
- 1.2 All devices that use the IT Facilities, and that are capable of supporting software updates, security updates and automatically updating anti-virus products, must be configured to perform such updates.
- 1.3 Users’ accounts and passwords must not be shared with anyone. Users are responsible for the security of their passwords, accounts and setting account and file permissions. Disclosure of account or password information may result in disciplinary action.
- 1.4 Occasionally the school may need to access information held by a User of the school within IT Facilities, including, but not limited to, email, files stored on a personal computer or file storage or on other file store or backup media. This will usually occur when a User is absent, either ill or on leave, and a situation arises which requires a rapid response. Users must be made aware that the School reserves the right to obtain access to files stored upon systems

and services owned by school, and that the privacy of personal material stored upon such systems and services in the event of authorised access cannot be guaranteed.

- 1.5 Users must abide by all applicable laws and school policies to protect the copyrights and intellectual property rights of others. Copyrighted works may include texts, cartoons, articles, photographs, songs, videos, software, graphics, and other materials. This includes the use of the internet, as many of the materials available through the internet are protected by copyright. It is the responsibility of the user to assume that materials found upon the internet are copyrighted unless the materials contain an express disclaimer to the contrary. Users must obtain permission of the creator or publisher to copy or use software or other copyrighted materials written or created by others, and must abide by contracts and agreements controlling installation and use of such software and other materials.
- 1.6 Users' use of the IT Facilities must be in an ethical and legal manner and in accordance with School policies and procedures. Usage of the system to harass, defame, or invade the privacy of others, or to send or receive obscene materials, is not allowed and may result in disciplinary action under policies controlled by the School or prosecution under applicable laws.
- 1.7 Users must not use the IT Facilities to hold or process personal data except in accordance with the relevant GDPR processes and policies
- 1.8 Should a User wish to use the IT Facilities for personal, personal commercial, political, or charitable or other activity not directly related to their position within the School, permission must be expressly granted from the school. Any such use must not hinder or interfere with an individual's duties and must not prevent the legitimate use of these facilities by others. Users may not use the school's IT Facilities to store personal non- work-related information or materials on the IT Facilities (e.g. eBooks, music, home videos, photography), and use of the IT Facilities is provided with no expectation of privacy.
- 1.8.1 If permission is granted for use personal, personal commercial, political, or charitable or other activity not directly related to their positions The IT Facilities are used entirely at the risk of the user. The School will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of IT Facilities. Although it takes reasonable care to prevent the corruption of information, the School does not give any warranty or undertaking to the user about the integrity of information and accepts no responsibility for the malfunctioning of any computing hardware, software or facility and/or any loss of any data or software or the failure of any security or privacy mechanism. No claim shall be made against the School, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act of neglect of the School, its employees or affiliates.

## **2. Unacceptable Use**

- 2.1 The school reserves the right to block, disconnect or otherwise prevent what it considers to be unacceptable use of its IT Facilities. Unacceptable use includes, but is not limited to:
- 2.1.1 All actions or activities that are illegal or in conflict with the School's policies, procedures, processes and regulations or which breach contracts or policies applied to the School by third party through a valid service contract or agreement.
  - 2.1.2 Using the IT Facilities for access, creation, modification, storage, download, hosting or transmission of material that could be considered pornographic, offensive, obscene, or otherwise inappropriate, or for placing direct or indirect links to websites which publish or host pornographic, offensive or inappropriate material.
  - 2.1.3 Publishing materials or making statements which the school may deem to be advocating illegal activity, or threatening, or harassing, or defamatory, or bullying or disparaging of others, or abusive, or libelous, or slanderous, or indecent, or obscene, or offensive or promotes unlawful discrimination, breaches copyright or otherwise causing annoyance, or inconvenience.
  - 2.1.4 Unauthorised production, distribution, copying, selling, hiring, performing of copyrighted material including, but not limited to, digitisation and distribution of computer software, television, radio, streaming services, websites, photographs, magazines, books, music or any copyrighted sources and installation of any copyrighted software for which the School does not have an active license or explicit permission of the copyright owner, is strictly prohibited.
  - 2.1.5 Authoring or sending any form of electronic communications or messages, including, but not limited to, messages and emails that were unsolicited and may be considered junk mail, "chain letters", hoax warnings or advertising, and that do not correctly identify you as the sender, or messages which appear to originate from another person.
  - 2.1.6 Unauthorised transmission, distribution, discussion or disclosure of information gained through a user's presence within the School or through the use of IT Facilities.
  - 2.1.7 Connecting any non-approved IT device, system or service (including wireless access points) to school networks or setting up any network services, without the explicit or delegated permission from Authorised Personnel.
  - 2.1.8 Unauthorised access (or attempted unauthorised access) to any IT Facilities provided by the School.
  - 2.1.9 Allowing, inciting, encouraging or enabling others to gain or attempt to gain unauthorised access to the IT Facilities.
  - 2.1.10 Causing any damage to IT Facilities, including through the consumption of food or drink, or moving or removing such facilities without authorisation. The School reserves the right to charge for any damage caused.
  - 2.1.11 Attempting to modify, alter or in any way interfere with IT facility security controls, hardware or software, configurations, settings, equipment, data files or websites without the written

authorisation or delegated permission from Authorised Personnel.

- 2.1.12 Introduction of unauthorised and/or malicious software or programs into the IT Facilities, including, but not limited to: unlicensed software, viruses, worms, Trojan horses or logic bombs; by downloading, creating or using any program, tool or item of software designed to monitor damage, disrupt or interfere with the functioning of IT Facilities, user accounts or data.
- 2.1.13 Effecting security breaches or disruptions of network communication, including, but not limited to, accessing or modifying data (or data headers) of which the user is not an intended recipient or logging into an IT system or service, or account, that the user is not expressly authorised to access. Disruption includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information.
- 2.1.14 Executing any form of network monitoring including any data capture, port scanning or security scanning without written authorisation or delegated permission from Authorised Personnel.
- 2.1.15 Registering for any system or service, including, but not limited to, social media accounts, web applications, domain names, which includes the name of the school or any similar name, or abbreviation that may mislead the public into believing that the domain name refers to the school.
- 2.1.16 Acting in any way that directly or indirectly causes disruption to others' use of School IT Facilities or using IT Facilities to disrupt or deny the use of IT Facilities of third parties at any time.

**This is not an exhaustive list but merely an indication of the types of conduct that could come under the heading of inappropriate. The school reserves the right to amend and append this list as it sees fit. Failure to follow this policy may result in disciplinary action up to and including dismissal. It may also lead to further legal action.**

### **Student Agreement of Acceptable Use:**

I understand that I must use Elizabeth Woodville School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### **When using the School's IT Facilities:**

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the School may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc....);
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the School devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc....) to any school devices, systems or services without prior permission from an Authorised Person within the school. I understand that, if I am permitted to use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that I am responsible for my actions, both inside and outside of the school;
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school IT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.

I agree to follow these guidelines at all times when:

- using or connected to the School's devices, systems and services;
- using my own equipment inside or outside of the school in a way that is related to me being a member of this school (for example, communicating with other members of the school, accessing school email, websites, remote learning and services, etc....).

## **Acceptable Use Policy Agreement** **(Staff/All other users)**

IT is seen as beneficial to all members of the School in supporting learning, teaching, research, administration and approved business activities of the School. The School's IT Facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the School. This could also lead to breaches of the data protection rights of a number of individuals causing harm to those individuals, and to the School.

This Acceptable Use Agreement is intended to ensure:

- that all users, will be responsible and stay safe while using IT devices, systems and services.
- that school devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.

### **Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users, including as to the personal data of others.

When using the school's IT Facilities:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the school may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc....), unless expressly permitted by job description or in writing from the school;
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;

- I will respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the school devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc....) to any school devices, systems or services without prior permission from an Authorised Person within the school. I understand that, if I am permitted to use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policies. I will not use my personal equipment to record these images, in accordance with the school's child protection/safeguarding policies
- I will only use social networking sites in school in accordance with the school's policies;
- I will only communicate with students, parents/carers, and other parties solely related to my employment, using systems authorised and provided by the school. Any such communication will be professional in tone and manner;
- I will not engage in any on-line activity that may compromise my professional responsibilities;
- I recognise that a failure to comply with the policies of the school, and any misuse of IT equipment, could lead to breaches of the rights of data subjects and I will act at all times in accordance with such policies in order to avoid any inappropriate use of personal data, or the breach of the data protection rights of any individual and in line with GDPR processes and policies.

I understand that I am responsible for my actions, both inside and outside of the school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, use of images, digital communications, or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school IT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.

I agree to follow these guidelines at all times when:

- using or connected to the school's devices, systems and services;
- using my own equipment inside or outside of the school in a way that is related to me being a member of this school (for example, communicating with other members of the School, accessing School email, websites, remote learning and services, etc....).

**I have read and understand the above acceptable use policy and will abide by its content:**

**Print name:** ..... **Signed:**..... **Date:** .....