



# Parrs Wood High School

## **ICT Acceptable Use Agreement**

**effective from 28<sup>th</sup> November 2018**

(This policy supersedes all previous performance management policies adopted by or in use by the Governing Body)

**All Stakeholders agreement form**

**2018**



This policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, virtual learning environments software, equipment and systems. Hereafter known as the 'Network'.

The Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
3. unsolicited "nuisance" emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the school or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
9. material that brings the school into disrepute.

The Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

10. intentionally wasting staff effort or other school's resources;
11. corrupting, altering or destroying another User's data without their consent;
12. disrupting the work of other Users or the correct functioning of the Network; or
13. denying access to the Network and its services to other users.
14. pursuance of commercial activities for personal gain.

d) Where the school's network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the Network.

e) Users shall not:

15. introduce data-interception, password-detecting or similar software or devices to the Network;
16. seek to gain unauthorised access to restricted areas of the Network;
17. access or try to access data where the user knows or ought to know that they should have no access;
18. carry out any hacking activities; or
19. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.
20. reveal their password(s) to anyone.
21. Leave any computer to which they have logged into unattended. use any other system other than the approved, secure email system(s) for any school business.
22. not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

Users must:

23. report any accidental access to, or receipt of inappropriate materials, or filtering breach to the IT Team and the Headteacher.
24. ensure that any private social networking sites / blogs etc which they create or actively contribute to are not confused with their professional role.
25. accept that any computer or laptop loaned to them by the school, is provided solely to support my professional responsibilities and that you will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
26. ensure any confidential data that which is transported from one location to another is protected by encryption (such as use of external hard drives and usb memory sticks).
27. understand that all Internet usage / and network usage can be logged and this information could be made available to the Headteacher on request.

### **Consequences of Breach**

This policy follows GDPR guidelines. In the event of a breach of this Acceptable Use Policy by a User the school may in its sole discretion:

28. restrict or terminate a User's right to use the school's Network;
29. withdraw or remove any material uploaded by that User in contravention of this Policy; or
30. where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.
31. In addition, the school may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its Disciplinary Policy.

### **User Signature**

I agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ..... Date .....

Full Name ..... (printed)

Job title .....

**Appendix A: This form should be completed by the Student and the Parent/Carer**

**Acceptable use of the internet and digital technologies contract**

The use of digital technologies in school covers all aspects including email, Internet, intranet and network resources, virtual learning environment, software, equipment and systems. Please read through the following points relating to the appropriate use of the internet and digital technologies and sign below to accept your agreement with this policy.

<b>Please can you read this information with your child and ensure that they understand what is considered acceptable use of the internet and digital technologies.</b>	<b>I have read &amp; understood this point</b>
I will not leave any computer to which I have logged into unattended. I will lock the computer or log off.	
I will not engage in any online activity other than that which has been directed by a member of staff.	
I will only use the approved school email; school VLE (Virtual Learning Environment) or other school approved communication systems with students or teachers, and only communicate with them on appropriate school work.	
I will not browse, download or send material that could be considered offensive.	
I will report any accidental access to, or inappropriate materials I have received, or filtering breach to the class teacher in charge.	
I will not download any software or resources from the Internet that can put the School network at risk, or are not adequately licensed.	
I will not use personal digital cameras or camera phones for taking and transferring images of student or staff without permission and will not store images at home without permission.	
I will not use any form of social media, either within or outside of the School, in a way which could cause offence, distress or harm to another or the wider public.	
I agree and accept that any computer or laptop loaned to me by the School is provided solely to support my education work.	
I will ensure any confidential data that I wish to transport from one location to another is protected by encryption (such as use of USB memory sticks) and that I follow school data security procedures when using any such data at any location.	
I understand that all Internet usage / and network usage can be logged and this information could be made available to the Headteacher on request.	

Name of Parent/Carer: \_\_\_\_\_

Parent's/Carer's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

