

## **THE KINGSLEY SCHOOL**

### **ICT: ACCEPTABLE USAGE POLICY**

The effectiveness of this policy will be monitored by Assistant Head (Academic) and the Network Manager.

Spring 2020

Review date: Spring 2023

## KINGSLEY ICT: ACCEPTABLE USAGE POLICY

This policy applies to all students, staff, and school visitors. Please read this document carefully before making use of the school's ICT systems. By using the ICT systems **you agree** to do so in accordance with the terms set out in this policy.

### KINGSLEY ICT

Users are encouraged to make use of the school's ICT facilities for educational purposes. While doing so users are expected to act responsibly and to show consideration to others at all times.

Students, staff, & school visitors may access the school's ICT resources by making use of the ICT rooms, the LRC, and the wireless networks.

School staff may also access the school's ICT system resources by using staff dedicated PCs, while both staff & students can access the system from outside school by navigating to following webpages:

[remote.kingsleyschool.co.uk](http://remote.kingsleyschool.co.uk) or [mail.kingsleyschool.co.uk](mailto:mail.kingsleyschool.co.uk)

### USE OF TECHNOLOGY

Technology that can be used to store, transmit or manipulate data, such as laptops, smartphones, or USB media should be used responsibly and in accordance with this ICT Acceptable Usage Policy, even when not used with school equipment.

### ACCOUNT SECURITY

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Passwords must conform to a minimum length of 5 characters and not be easy to guess. Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

### USE OF ICT FACILITIES

It is not acceptable to:

- Attempt to download, store or install software on to school computers
- Attempt to introduce a virus or malicious code to the network
- Attempt to bypass any security measures
- Attempt to access another user's account

- Attempt to gain access to an unauthorised area or system
- Attempt to use any form of hacking
- Access, download, create, store or transmit material that: is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute.
- Engage in activities that waste technical support time and resources

## **INTERNET ACCESS**

The school's internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the school's ICT systems. Users should be aware that the school logs all Internet use.

The use of public chat or instant messaging (IM) facilities is not permitted.

Users should not copy and use material from the Internet to gain an unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards. Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

## **EMAIL**

Automated software scans all email and removes content that could compromise the integrity of the ICT systems or contain unsuitable / offensive content.

Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use. If a user receives an email from an unknown person that is offensive or upsetting, they should report it to a member of the ICT Department or other appropriate member of staff immediately. Do not delete the email in question until the matter has been investigated. SPAM email received should be forwarded to [ictsupport@kingsleyschool.co.uk](mailto:ictsupport@kingsleyschool.co.uk)

Sending or forwarding chain emails is not acceptable.

Sending or forwarding emails to a large number of recipients is acceptable only for a good reason. Before doing so, students must obtain permission either from a teacher or a member of the ICT Department. Do not open attachments from senders you do not know, or that look suspicious. Users should periodically delete unwanted sent and received emails.

## **SOCIAL NETWORKING**

The use of social networking (SN) sites is allowed only for staff where there is a business justification for such access privileges. Staff who use SN sites on behalf of the school should exercise caution while doing so at all times, ensuring they do not:

- Follow suspicious links
- Communicate with or accept files from untrustworthy sources
- Post anything that could be perceived as offensive, indecent, or could have a negative impact on the school's reputation
- Post any personal information of any member of staff, student, or other person associated with the school

## **KINGSLEY BYOD**

Personal devices may be used on the premises and connected to the school's ICT Systems via the Kingsley-BYOD wireless network. No attempt must be made to connect personal devices to the network via any other means. Users who connect personal devices to the Kingsley-BYOD network must use such equipment in accordance with the terms of this policy & the Kingsley ICT: Personal Devices policy.

## **PRIVACY AND PROTECTION OF PERSONAL INFORMATION**

Users must, at all times, respect the privacy of others. Users should not copy or replicate private or personal data. Users should not use the school's ICT systems to supply personal information about themselves or others on the internet or via email. Users must not use the School's ICT systems to attempt to arrange meetings with anyone on the internet or via email.

Users should be aware that the school has a right to access personal areas on the network. Privacy will be respected at all times unless there is reason to believe that the ICT Acceptable Usage Policy has not been followed.

## **DISCIPLINARY PROCEDURES**

Those who misuse the ICT systems and break the ICT Acceptable Usage Policy will be subject to disciplinary procedures.

## **SUPPORT**

If you have any questions, comments or requests with regards to the ICT systems in place, please do not hesitate to contact a member of the ICT Department.

Faulty equipment should be reported to the ICT Department in person or by sending an email to [ictsupport@kingsleyschool.co.uk](mailto:ictsupport@kingsleyschool.co.uk). Users should not attempt to repair any school equipment themselves.

*Revision schedule: March 2023*