



St Augustine of Canterbury Catholic High School

Acceptable Use Policy

This policy complies with the Equality Act 2010 and has been fully Equality Impact Assessed.

Equality statement

The governors and staff are committed to providing the full range of opportunities for all students, regardless of gender, disability, ethnicity, social, cultural or religious background. All students have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Introduction

All staff and students must follow the conditions described in this policy when using school ICT and networked resources including: internet access, the school Virtual Learning Environment (VLE) *Moodle*, Edulink and Office 365 both in and outside of school.

Breaking these conditions may lead to:

- withdrawal of the student's access;
- close monitoring of the staff and student's network activity;
- investigation of the staff and student's past network activity;
- contacting parents and carers;
- informing the Headteacher and Governing Body;
- informing the Police in some cases, potentially leading to criminal prosecution.

Staff and students will be provided with guidance in the use of the resources available through the school's network. School staff, including Agilisys, will regularly monitor the network to make sure that it is being used responsibly.

The school will not be responsible for any loss of data as a result of the system or staff/student mistakes in using the system. Use of any information obtained via the network is at the staff/student's own risk.

Conditions of Use

Access to the ICT equipment and the networked resources is a privilege, not a right. Staff and students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every member of staff and student to take all reasonable steps to make sure that they follow the conditions set out in this Policy. They must also accept personal responsibility for reporting any misuse of the network to a member of staff.

Acceptable Use

Staff and students are expected to use the ICT resources and network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the St Augustine's ethos and code of conduct. The following list does provide some examples that must be followed:

1.	I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2.	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3.	I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4.	I realise that files held on the school network will be regularly checked by members of staff using the Securus software.
5.	I will not reveal any personal information (e.g. home address, telephone number, etc.) about myself or other users over the network.
6.	I will not trespass into other users' files or folders.
7.	I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
8.	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a member of staff.
9.	I will ensure that I log off after my network session has finished.
10.	If I find an unattended machine logged on under another user's username I will not continuing using the machine – I will log it off immediately.
11.	I understand that I am will not be allowed access to unsupervised and/or unauthorised social media sites and should not attempt to gain access to them.
12.	I am aware that e-mail is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous/unnamed messages will not be permitted.
13.	I will not use the network in any way that would disrupt use of the network by others.
14.	I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of staff.
15.	I will not introduce USB drives or other portable devices into the network without having permission from Agilisys staff who will scan devices for viruses.
16.	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
17.	I will not download and/or install any unapproved software, system utilities

	or resources from the internet.
18.	I realise that staff/students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
19.	I will not receive, send or publish material that violates copyright law. This includes materials sent/ received using Video Conferencing or Web Broadcasting.
20.	I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
21.	I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
22.	I agree to comply with the acceptable use policy of any other networks that I access.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- Unauthorised access to data and resources on the school network system that belong to other "users".
- User action that would cause:
 - corruption or destruction of other users' data;
 - violate the privacy or dignity of other users;
 - intentionally waste time or resources on the school network or elsewhere.

Network Security

If staff/students discover a security problem, for example being able to access other user's data, they must inform a senior member of staff immediately and not show it to other users. Students identified as a security risk will be denied access to the network.

Staff/student User Agreement Form for the Acceptable Use Policy

I agree to follow the school rules on the use of the school's ICT and network resources. I will use them in a responsible manner and will observe all the conditions explained in the school Acceptable Use Policy in the spirit of the St Augustine's ethos and code of conduct.

I agree to report any misuse of the network to a senior member of staff.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to a senior member of staff.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff/students under reasonable suspicion of misuse in terms of time or content may have their usage monitored, their past use investigated and parents/carers will be informed.

Staff/student Name: _____

Staff/student Signature: _____

(If appropriate) Parent/Carer Name: _____

(If appropriate) Parent/Carer Signature: _____

Date: __/__/____

Reviewed on: May 2017

Next Review Date: May 2018

Reviewed by: (Signature)

Equality Impact Assessment

Title of Policy, Decision, Practice or Programme: Acceptable Usage

Department: Computing and ICT

Responsible Officer: Paul Bennett

Date Completed: May 2017

Date Review Required: May 2018

- 1. Aims:** Please identify the main aims of the policy, decision or function?

To highlight acceptable usage of school ICT and networked resources
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- 2. Impact upon different sections of the School / Community / Staff Groups:**
It is essential that policies, decisions, practices and programmes advance equality of opportunity and foster good relations within the community, and do not leave the School vulnerable to discrimination claims.

Equality Strand	Issue	How will this be taken into account?
General Issues	No issues	
Age	No issues	
Disability – Including Carers	No issues	
Sex (Gender)	No issues	
Transgender	No issues	
Race (Ethnicity)	No issues	
Pregnancy and maternity	No issues	
Religion or Belief	No issues	

Equality Strand	Issue	How will this be taken into account?
Sexual Orientation	No issues	
Community Cohesion	No issues	

3. Indirect discrimination

Are there any rules or requirements in the policy / decision that:

- a Can be met by a considerably smaller proportion of people from a particular section of the community?
- b Is to the disadvantage of that group?
- c Cannot be justified by the aims and importance of the policy?

If all three conditions apply then there may be evidence of indirect discrimination.

No

4. Publishing the results of the assessment:

Decisions This Equality Impact Assessment Report must be used to inform the Decision. Attach the Equality Impact Assessment Report as an appendix in the Decision documentation.

Policy This Equality Impact Assessment Report must be used to inform Policy development. Attach the Equality Impact Assessment Report as an appendix in the published Policy.

Practices and Programmes The Equality Impact Assessment Report must be used to inform Practice and Programme development. Attach the Equality Impact Assessment Report as an appendix in the Practice or Programme documentation.