Royal Alexandra & Albert School

ICT Acceptable Use Policy

Approved by the Pupil Matters Pastoral Committee on 7 November 2017

Responsible member of SLT: Gary Bendall, Senior Assistant Head

It is next due for re-approval Autumn 2020

The policy applies to all users of ICT (including all staff and pupils)

ROYAL ALEXANDRA AND ALBERT SCHOOL

ICT ACCEPTABLE USE POLICY

1.1   It is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. The RAAS cannot control what people, all over world, make available on the Internet and a small proportion of the material which it is possible to access is not acceptable in school, while other material must be treated with great sensitivity and care.

1.2   Exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

1.3   We expect **ALL** ICT users to take responsibility in the following ways:

1. Not to access or even try to access any material which is:

- Violent or that which glorifies violence
- Criminal, terrorist or glorified criminal activity (including drug abuse)
- Racist or designed to incite racial hatred
- Designed to incite religious hatred
- Of extreme political opinion which is intended to incite radical behaviour
- Pornographic or with otherwise unsuitable sexual content
- Crude, profane or with otherwise unsuitable language
- Blasphemous or mocking of religious and moral beliefs and values
- Offensive in the normal context of a Christian school
- In breach of the law, including copyright law, data protection, and computer misuse
- The property of other users of ICT systems and which they do not have explicit permission to use

2. Not to search for, or use websites that bypass the school's Internet filtering
3. Not to access social networking sites during normal working hours, lessons or during prep time.
4. Not to download or even try to download any software without the explicit permission of a member of the ICT systems support department
5. Not to attempt to install unauthorised and unlicensed software
6. To be extremely cautious about revealing any personal details and never to reveal a home address or mobile telephone number, on social networking sites or e-mails to strangers
7. Not to use other people's user ID or password, even with their permission
8. Not to interfere with or cause malicious damage to the ICT resources and facilities
9. To report any breach (deliberate or accidental) of this policy to the Head of IT Services immediately

1.4   In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Any use of the ICT may be monitored and recorded, including the contents of e-mail messages, by our security systems to ensure that this policy is followed. The RAAS reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts, including email mailboxes, for purposes of ensuring DCFS, LEA and school policies regarding appropriate use, data protection, computer misuse, child protection, and health and safety.

1.5   Anyone who is found not to be acting responsibly in this way will be disciplined. Irresponsible users will be denied access to the ICT facilities. RAAS will act strongly against anyone whose use of ICT risks bringing the school into disrepute or risk the proper work of other users. Persistent offenders will be denied access to the ICT facilities – <u>on a permanent basis</u>.