

# Royal Alexandra & Albert School



## ICT Acceptable Use Policy

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**Approved by the Pupil Matters Committee on 5 November 2019**

**Responsible member of SLT: Gary Bendall**

**Review date: Autumn Term 2022**

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

# ROYAL ALEXANDRA AND ALBERT SCHOOL

## ICT ACCEPTABLE USE POLICY

It is appropriate for people to be allowed freedom in using ICT. With freedom comes responsibility. RAAS cannot control what people, all over the world, make available on the Internet. We endeavour to filter these sites however a small proportion of the material which it is possible to access is not acceptable in school.

We expect **ALL** ICT users using our network to take responsibility in the following ways:

### **Take Ownership**

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
- In breach of the law, including copyright law, data protection, and computer misuse

### **Respect ourselves, others and the environment**

- The property of other users of ICT systems and which they do not have explicit permission to use
- Not to attempt to install unauthorised and unlicensed software
- Not to use other people's user ID or password, even with their permission
- Not to interfere with or cause malicious damage to the ICT resources and facilities
- 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

### **Be Courageous and honest**

- To report any breach (deliberate or accidental) of this policy to the Head of IT Services immediately

### **Contribute to our community**

- Not to search for, or use websites that bypass the school's Internet filtering
- Not to access personal social networking accounts during normal working hours, lessons or during prep time.
- Not to download or even try to download any software without the explicit permission of a member of the ICT systems support department

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.

Anyone who is found not to be acting responsibly in accordance to school policies (including the schools E-Safety Policy) 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 – on a permanent basis.