



## Computer and Internet Acceptable Use Policy

### Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	G Kershaw	01.09.2016	Sept 2017
2	G Kershaw	02.10.2017	Sept 2018

**Approval:** A Godfrey (Chair of Board)

 (signed) **Date authorised:** 12.10.2017

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## **Acceptable Computer, Mobile Technologies and Internet Use Statement for Staff and Visitors**

### **Introduction**

North View Academy has provided computers for use by pupils and staff. They offer access to a vast amount of information available from the Internet, offering great potential to support the curriculum and professional development.

North View Academy has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal with sensitivity with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils and has been further discussed with Governors and pupils themselves.

The implementation of this policy is the responsibility of all members of staff.

This policy applies to all Staff and Pupils alike.

### **Equipment**

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for non-academy purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as external Hard Drives, CDs, USB drives etc.) unless it is provided by the academy (encrypted USB drives).
- Do not connect mobile equipment to the network (e.g. Phones, laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and found to be free of viruses.
- Do not eat or drink near computer equipment.

### **Security and Privacy**

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, any details about North View Academy, or send them your picture.
- Do not use the computers in a way that may harass, harm, offend or insult others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter settings.
- Computer storage areas may be reviewed by Senior Staff to ensure that users are using the system responsibly.

### **Internet**

- The Internet should only be used for study or for academy authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the academy, as well as other pupils or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies or teaching.

### **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is forbidden.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could harm the ICT System.
- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to the Head Teacher and ICT Network Manager.

### **Monitoring**

It is the role of the Head Teacher and ICT Network Manager to monitor and evaluate the overall effectiveness of the internet use throughout the academy.

Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The network manager has responsibility for checking that no inappropriate material is on the academy's system and that children are made aware that teachers have access to all of their folders of work. The network manager also ensures that the computer system is regularly checked for computer viruses using ESET Anti-Virus.

## **Managing the Academy's Network**

The computer system / Network is owned by the academy and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The academy reserves the right to examine or delete any files that may be held on its computer system to monitor internet or email activity on the network, or perform any other activities the academy may see fit.

## **Enforcement**

This document is to be read carefully by all staff. A copy will be issued to each staff member; this must be signed and returned to the school. If any staff member violates these provisions, access to the Internet will be denied and disciplinary action taken. Where appropriate, the police may be involved or other legal action taken.

## **Principles for acceptable use of the Internet**

Staff are only permitted to use the Internet for personal use (this includes email) outside of their normal working hours (use is permitted during staff break and lunchtimes).

Online and other activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering goods or services, unless specifically approved by the academy.
- Playing computer games or using other interactive 'chat' or 'social' sites unless specifically approved by the academy.
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number; etc.).
- Downloading software.
- Taking and storing images of children using mobile phones or any other hand held device.
- Any activity that violates an academy rule.

## **Monitoring, evaluation and review of the policy**

Monitoring and evaluation are essential to any effective policy and provide essential feedback for the development of policy and procedures. For this reason, the academy will periodically ask staff and how this policy is performing and how it can be altered to help protect all users.

**Annex A**

<b>Version No.</b>	<b>Change History</b>	<b>Guidance reference (if any)</b>	<b>Date</b>
1	Created		01.09.2016
2	Updated		02.10.2017