

## **Mossley Hollins High School**

### **COMPUTERS IN SCHOOL ACCEPTABLE USE POLICY DOCUMENT**

#### **School Policy for Users of ICT**

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

**I.C.T. Acceptable Use Policy**  
**Teachers, Support Staff and Pupils**

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## **1. Introduction**

As use of the internet by employees becomes more widespread, for the protection of the school, the pupils and the employees it is necessary to set out some guidelines for internet use. Employees should read these guidelines carefully, in conjunction with the school ICT Security Policy. Abuse of the internet may lead to disciplinary action being taken.

The use of electronic communication and information retrieval is no more than the addition of another medium. The same behavioural and professional standards are expected of employees as are the case with traditional written communications, the telephone and face to face meetings.

The internet as a resource is constantly changing. These guidelines will be updated in the light of experience and developments of the internet itself.

## **2. Acceptable Uses**

As a general principle, internet access is provided to employees to support work related activities. The following list is not intended to be a definitive list, but sets out broad areas of use that the school considers to be acceptable uses of the internet:

- To provide communication within the school via email or the school website
- To provide communication with other schools and organizations for educational purposes
- To distribute electronic copies of the weekly bulletin and newflash
- To distribute details regarding school meetings
- To provide electronic methods of communication
- Any other use that directly supports work related functions.

## **3. Unacceptable Uses**

The following uses will be regarded as not acceptable:

- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Use for racial, sexual, homophobic or other harassment.
- Use of non-educational games.
- To solicit personal information with the intent of using such information to cause emotional or physical harm.
- Entering into a commitment on behalf of the school (unless you have explicit permission to do this).
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about MHHS, your colleagues and/or our pupils on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about Mossley Hollins High School in a personal online posting, upload or transmission - including financial information and information relating to our pupils, staff and/or internal discussions
- Use of personal email to communicate with or about any MHHS students
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network
- To disrupt the work of other users. This includes the propagation of computer viruses and use of the internet.
- Use of any Bit torrent systems
- Use for personal or private business purposes.

#### 4. Netiquette

The following general principles should be adopted:

- Be polite. Do not be abusive in messages to others.
- Use appropriate language. Remember that you are a representative of the school and that you are using a non-private network.
- Do not disrupt the use of the internet by other users: e.g. downloading large files during lesson times and other high volume activities.

#### 5. Email

- Whenever e-mail is sent, the sender's name, job title, e-mail address and the school's name must be included.
- Every user is responsible for all mail originating from their user ID (e-mail address).
- Forgery or attempted forgery of electronic mail is prohibited.
- Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- Attempts to send junk mail and chain letters are prohibited.
- If you receive e-mail from outside the school that you consider to be offensive or harassing, speak to your line manager (harassing internal e-mail will be dealt with under the school's guidelines).
- You should be aware that, in the event of the school being involved in legal proceedings, any relevant e-mails (including internal e-mail) may have to be disclosed, on the same basis as is the case for written documents.
- Email should be accessed via school ICT equipment only, if you wish to use a personal device to download school emails, you must ensure that your device is secured by a password at all times, that this password is not shared with any other person and that all reasonable care is taken to prevent unauthorised access to confidential information.

#### 6. Social Networking Sites

Social media applies to blogs, microblogs like Facebook, Twitter, Bebo, LinkedIn, videos, MySpace, social networks, discussion forums, wikis, and other personal webspace. The Governing Body at this school permits the use of internet and social media on work premises, outside of work time, but only where it meets the following guidelines. This is usually outside normal working hours and must not interfere with your or others' day-to-day duties. Personal access should not be in view of any pupils, and you are reminded to log out or 'lock' the screen immediately upon leaving your mobile phone or PC, even if only for a short while.

- Do not "speak" for the school unless you have express permission to do so, this covers all comments relating to the school
- Protect yourself from identity theft
- If you can be linked to the school, act appropriately. This includes photos and status updates
- Remember that colleagues, prospective employers, parents and children may see your online information
- School policy is that you are not allowed to be 'friends' with students until they have left us by three years, unless there are exceptional circumstances, eg child, sibling etc
- Please choose your 'friends' carefully, especially in light of the last above. Ensure your settings are on private and only you and YOUR friends can see them.
- If in doubt, please seek advice in school.

#### 7. lamCloud and One Drive

lamCloud allows access to email, office and files to support teaching and learning. Professional values must be followed when using the software at all time. Below are the key points for the use lamCloud and One Drive.

- Ensure that adequate measures are taken to protect sensitive data as covered in the ICT Policy
- Office via lamCloud can be downloaded on up to 5 devices but cannot be shared with family and friends or any other 3<sup>rd</sup> party
- Use of the software is only permitted whilst an employee at MHHS

#### 8. Disciplinary Action

Disciplinary action may be taken against employees who contravene these guidelines, in accordance with the school's disciplinary procedures.

**9. Advice**

If you require any advice on the use of these guidelines, please contact A Chalmers (IT Strategy Manager) or your Line Manager.

**I have read and agree to abide by the rules stated in the I.C.T. Acceptable Use Policy. I understand the consequences if I do not.**

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mossley Hollins High School**

**Information and Communications Technology**  
**Acceptable Use Policy**  
**(Included in the planner)**

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## **Pupil Guidelines for Internet Use**

### **General**

Pupils are responsible for good behaviour on the internet just as they are in a classroom or a school corridor. General school rules apply for this too.

The internet is mainly provided for you to do research, access the VLE and backup your work. Your parents/carer's permission is required before you are allowed to use it though and there is space at the bottom of this for them to sign. Remember the motto: "Access is a privilege, not a right" and that access requires responsibility.

When you access the computer system in school and the internet, you will be given your own username and password. You are responsible for your behaviour and any communications (email, Social Networks etc) you have over the network. You must comply with school standards and honour this agreement that you will sign.

Your computer storage area (My Documents) will be treated like your school lockers. In the interest of your safety, we may review files and communications to ensure that you are using the system responsibly. This means that you should not expect that files stored on servers or storage media are always private.

During school, teachers will guide you towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted within the school environment:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others (cyber bullying)
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords or accounts
7. 'Hacking' into others' folders, work or files for any reason.
8. Intentionally wasting limited resources, including printer ink and paper.

### **Sanctions**

1. If you break any of the above rules, you may receive either a temporary or permanent ban on your internet/computer use.
2. Your parents/carers will be informed.
3. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior, including cyberbullying.
4. If necessary, police or local authorities may be asked to get involved.
5. If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

**Pupils**

- You must have your parent's / carer's permission before using the internet.
- You must have a supervising member of staff with you at all times when using the internet.
- Do not tell anyone your password or login name, other than the persons responsible for running and maintaining the system.
- Do not upload/send personal addresses, telephone / fax numbers or photographs of anyone (*staff or pupil*) at the school wither through email or Social Networks.
- Do not download, use or upload any material which is copyright. Always seek permission from the owner, before using any material from the internet. If in doubt, do not use the material. This includes downloading videos and songs.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent dangerous or inappropriate context. If you are unsure ask your teacher
- Always respect the privacy of files of other users.
- Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Report any incident which breaches these rules to your teacher or a trusted adult in school.

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**I have read and agree to abide by the rules stated in the I.C.T. Acceptable Use Policy. I understand the consequences if I do not.**

**Name:** \_\_\_\_\_

**Form:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_