

## ICT Acceptable Use Policy for Boys

<b>Member of Staff Responsible</b>	<b>Bursar</b>
<b>Date of Policy</b>	<b>July 2023</b>
<b>Date for review</b>	<b>July 2026</b>
<b>Approved By Governors</b>	<b>N/A</b>
<b>Distribution:</b>	<b>All</b>

### For Parents and Boys

This policy applies to all boys who use the computers and ICT systems at Rokeby School or devices provided by Rokeby School as a condition of access and/or condition of use.

Rokeby School makes available to boys the Rokeby School Computer System that includes school devices, the global resources of the Internet, as well as the resources of our local network within the school. The boys have access to desktop computers as well as laptops and tablet devices throughout school.

The computer system at Rokeby School is both a wired and wireless network, which has sufficient anti-virus protection with frequent scans and updates automatically implemented. The school has a screen monitoring and website filtering system that captures and records all screen data and website browsing to ensure that maximum safeguarding efforts are carried out across all devices.

User accounts are provided to the boys by the Rokeby School ICT Department and all users are bound by this acceptable use policy.

This policy applies to the use of:

- all internet, electronic mail facilities and communication systems, multi-user computers, workstations, micro-computers, and any networks and systems connecting them provided by the School; and
- all hardware owned, leased, rented or otherwise provided by you and connected to or otherwise accessing School networks or other facilities.

If you are connecting or otherwise accessing School networks or other facilities using a personal device, you must comply with the principles and guidance set out in this and other relevant policies such as the Data Protection Policy.

Activity on the computer system assumes agreement with the conditions of this policy.

## **Rokeby's aims for ICT**

The overall aim for ICT is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use ICT in the effective teaching of their subject.

ICT offers opportunities for pupils to:

1. Develop their ICT capability and understand the importance of information and how to select and prepare it.
2. Develop their skills in using hardware and software so as to enable them to manipulate information.
3. Develop their ability to apply ICT to support their use of language and communication.
4. Explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.
5. Develop good Health and Safety attitudes and practice.

## **General Policy Provisions**

1. The computer systems are intended to be used for educational purposes only.
2. The staff have classroom management tools that enable to see what pupils are doing on screen in real time.
3. Responsible behaviour should always be shown (on the computer system.) The use of offensive language, attempting to send or view inappropriate materials and illegal activities are strictly forbidden.
4. Users should not access, create or share content that is illegal, deceptive, or likely to offend other people (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
5. Users are provided with user accounts. These accounts are password protected, to prevent other users from accessing and interfering with accounts which do not belong to them. Users should not share login details or passwords with other users.

However, part of the role of ICT Support is to monitor the computer system, to ensure network stability, to carry out maintenance tasks, and to prevent unacceptable use of the computer system. In execution of these duties, it is necessary for ICT Support to have access to all areas of the computer system.

Users should not store or transmit through the computer system any information which is of a personal nature, and there should be no expectation of total privacy.

It should be noted that our ICT team are bound by a confidentiality agreement which prevents them from transmitting or communicating information stored in a user's account to anyone else without the user having granted the permission to do so, unless:

- a) That information is potential evidence of unacceptable use (as defined by this policy) or
- b) That information is potential evidence relevant to matters of child protection

In which case it is the ICT team's duty to act upon that information, which will involve the information being passed on to other relevant members of staff in the appropriate manner.

6. Due to the "open" nature of the Internet, some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

While the computer system uses advanced content filtering software to block access to inappropriate material, Rokeby School cannot guarantee that filtering software will in all instances successfully block access to inappropriate materials. However, if this occurs we will take immediate action to rectify the situation.

Due to this, no liability will be assumed by Rokeby School or its employees for the use or misuse of the computer system.

7. Non-compliance with this policy will result in sanctions being given, which may range from a verbal or written warning being given to the user, to that user's privileges to use the computer system being revoked temporarily or permanently, or further action being taken against them. The sanction given will depend on the seriousness of the contravention.
8. Any emails sent or received on school systems will be routinely deleted after no more than 3 years and email accounts will be closed within one year of a person leaving the school.

## **User Responsibilities**

1. Use of the computer system is recognised by users as being a privilege, and not a right.
2. Users may use a school computer only if they have been given the permission of a member of staff and are being supervised. Any unauthorised and/or unsupervised access will be treated as a serious act of misconduct and dealt with under the school's behaviour policy.
3. Rokeby School uses content filtering software to block access to inappropriate material, but it is still the responsibility of each user to make good decisions as to what Internet sites are accessed, what information is retrieved and what is done with that information.
4. Users will cooperate with members of staff to monitor the use of electronic online resources. Users are not to attempt to bypass the filter.
5. Users will not violate the integrity of the computers system, change its performance or intentionally make it malfunction, or add or delete programs or information resources to it unless they have been given permission to do so from ICT Support.
6. Internet and email activity must be conducted with the following guidelines in mind:
  - Obscene, slanderous, threatening or harassing language will not be permitted.
  - Email will not be used to threaten or intimidate others.
  - Never send or keep anything that you would not want your teacher or parent(s) / guardian(s) seeing.
  - Revealing your home address, telephone number or last name, or those of your fellow boys, is dangerous and must be avoided.
7. Users are not authorised to transfer programs from the Rokeby School network to other computers without permission from the ICT team.
8. Users are not to connect or attempt to connect their own laptops or other computer equipment to the school network without permission from the ICT team.
9. Users are not to use any other means of Internet connection on their own laptops or other computer equipment.

10. If a user becomes aware of a breach of this policy or you are concerned that a member of the school community is being harassed or harmed online you should report it to your teacher or another member of staff.

11. Users are responsible for following this acceptable use policy.

## **Monitoring**

The School's systems enable us to monitor telephone, email, voicemail, internet and other communications. For business reasons, and in order to carry out our legal obligations in our role as an employer, use of our systems including the telephone and computer systems, and any personal use of them, may be continually monitored by automated software or otherwise.

Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

The School reserves the right to monitor staff communications in order to:

- establish the existence of facts;
- ascertain compliance with regulatory or self-regulatory procedures;
- monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes;
- prevent or detect crime;
- investigate or detect unauthorised use of the School's telecommunication system;
- ensure the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destinations; and
- gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave.

CCTV systems monitor the exterior of the School and Rokeby Sports Grounds 24 hours a day as well as the inside and outside of school vehicles when in use. This data is recorded.

We reserve the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

- to monitor whether the use of the email system or the internet is legitimate and in accordance with this policy;
- to find lost messages or to retrieve messages lost due to computer failure;
- to assist in the investigation of alleged wrongdoing; or
- to comply with any legal obligation.