



# Prior Park Schools

An Education for Life

## Prior Park Schools IT Acceptable Use Policy

v.15

Whole Trust? Yes	Statutory? Yes	Website? Yes
Reviewed: September 2016	Next review: August 2019	

**Prior Park Schools** provide an extensive educational facility through the ICT network. The network provides wonderful opportunities and it is vital that we all take responsibility for running it successfully. All users must take responsibility for using the technology safely, thoughtfully and legally. By running your own account properly you will help the whole community.

- In this document “**Prior Park Schools’ IT Systems**” refers to access to all school devices (whether on or away from site), all services on **priorparkschools.com** 365 cloud service and any personal device connected to **Prior Park School’s** fixed or wireless services
  - This document is subject to regular revision as **Prior Park Schools’ IT systems** (and the use of those systems) develop and change
  - All use of the **Prior Park Schools’ IT systems** are subject firstly to the safety and wellbeing of students, then to the security and integrity of **Prior Park Schools’ data**, regardless of the nature or time of the use of the system
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- All users must accept the system is **primarily** for educational purposes at all times.
  - All users must understand that the system is not private. Network activity and online communication are monitored, thus all activity must conform to school behaviour standards.
  - No communication device, whether school provided or personally owned may be used for the bullying or harassment of others in any form. All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable.
  - Please see our separate Cyber-bullying Policy in regard to the above issues.
  - All users should use **IT resources** responsibly. Wasting staff effort or **IT resources**, or using the resources in such a way so as to diminish the service for other users, is unacceptable.
  - If a **student** finds or receive any offensive material **they must report it first to their teacher or tutor who should then** report it to the ICT Manager. Any breaches of system security should also be reported.
  - All users have a duty to protect their passwords and personal **system** logins, and should log off the **system** when leaving **devices** unattended. Any attempts to access, corrupt or destroy other users’ data, or compromise the privacy of others in any way, using any technology, is unacceptable.
  - All users must respect the law and use **Prior Park Schools’ Systems** with due thought. No applications or services accessed by users may be used to bring the

school, or its members, into disrepute. Pornography, illegal downloading, gambling sites, plagiarism and inappropriate uploads are unacceptable.

- Users must not store the following file types in your allocated system areas: .exe, .zip (or other compressed files), .reg, .com, .dll, or any other system file type. **Similarly, users should refrain from storing any files governed by copyright to which Prior Park Schools do not have clear permission to use - such as personal music and movies.**
- “Sexting” (the sharing/generation of images/film of a sexual nature or indecent sexually explicit texts/email) is illegal and unacceptable. Pupils must regard this as serious and damaging and realise that Prior Park Schools will follow a formal process, that may involve the Police, in responding to “sexting”
- In line with the **Prevent Duty Policy** Prior Park Schools are committed to keeping students safe from sources of **extremist doctrines**. Our systems record access to all websites visited and filter a wide range of categories including hate, racism, weapons and violence. Any attempts to access such websites or material is unacceptable and will be immediately reported where found. Should any student or member of staff discover such material not covered by our filtering system they must report it immediately
- Unacceptable behaviour will encounter sanctions including the suspension of access to the ICT system. Personal devices will be confiscated if misused. Actions which involve bullying will invoke the school counter bullying policy. Illegal actions will be referred further to the appropriate external authorities. Temporary or permanent exclusion may be appropriate for serious misuse or persistent unacceptable behaviour.

#### Use of Wireless Personal Devices

Staff (as well as College students and some Prep School Students) are able to connect their own devices to the relevant wireless network under the following understanding:

- No device is to be used to access illegal or inappropriate material.
- No device is to be used to attempt to gain access to any area of the system to which the user is not entitled.
- All Internet and network access is logged and monitored and may be examined should there be any concern arising from the user's use of the system.
- The system actively scans all network traffic for virus infections or suspicious activity, however it is still the responsibility of all users to ensure their devices are free from infection and have suitable security software installed and enabled.
- The ICT support team will deny access to any device identified as a threat to system stability, either as a result of virus or malware infection, or by the behaviour of a user.

Users may access helpful materials on E-Safety issues ...

- [www.swgfl.org.uk/safe](http://www.swgfl.org.uk/safe)
- [www.orange.co.uk/education](http://www.orange.co.uk/education)
- [www.stoptextbully.com](http://www.stoptextbully.com)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### **Declaration:**

**In connecting to any Prior Park Schools' IT System you agree to abide by the above terms**