



Student ICT Acceptable Use Policy

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3 Acceptable Use of Assets Policy

Purpose

The purpose of this policy is:

- To make Students and approved external party users aware of the rules for the acceptable use of assets associated with information and information processing.
- To ensure controls are implemented that provide protection for information assets and are proportionate to their value and the threats to which they are exposed.
- To ensure Nene Valley Partnership complies with all relevant legal and other third-party requirements relating to information security.
- To continually improve the organisation's Information Security Management System (ISMS) and its ability to withstand threats that could potentially compromise information security.

The Trust reserves the right to examine or delete any files that may be held on its computer system or to monitor internet sites visited and messages sent or received using school accounts. Users are responsible for all messages sent. Users need to be aware of their responsibility if they forward any messages onto another party, especially if specific sensitive data is within the email (refer to the – Trust's data protection policies for further information).

To allow all users to safely access and use computers, internet and email for educational purposes.

Educational activities cover, but are not limited to:

- individual research
- project work
- controlled assessment tasks
- homework assignments
- private study
- communicating with teachers and other pupils

Provide rules which are consistent, and in agreement with, the Data Protection Act.

Provide rules which are consistent with the acceptable procedures commonly used on the internet.

To provide a framework for a safe and secure ICT environment within school.

To ensure that all use of ICT in and out of school complies with the school's policies on bullying and harassment.

4 Scope

All students.

All Internal Trust assets used for the processing of data on any medium or forum.

5 Principle

Use of assets is in line with applicable legislation, Trust policies and is in place to safeguard the Trust data and students. Each user is to be responsible for their own actions and must act responsibly and professionally at all times.

Nene Valley Partnership's electronic communications systems and equipment are intended to promote effective communication and working practices and are critical to the success of the organisation.

This policy outlines what Nene Valley Partnership expects users of these systems to observe, the circumstances in which Nene Valley Partnership shall monitor use of these systems, and the action Nene Valley Partnership shall take in respect of this policy.

The Trust Board has overall responsibility for this policy, but has delegated day-to-day responsibility for overseeing and implementing action to the Headteacher/Head of School or their representatives.

6 Control of Access

Access to IT systems is controlled using User IDs, passwords, multifactor authentication (where available) and/or Single Sign On (where available). All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on Nene Valley Partnership systems.

7 Working Off Site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

Laptop and mobile device encryption must be used.

Laptop and mobile devices must also be protected by a password or a PIN. 2 – Factor Authentication and/or Single Sign On (SSO) will be used where the technology allows and it is operationally feasible to do so.

Equipment and media taken off-site must not be left unattended in public places including on public transport and not left in sight in a car.

Laptops and mobile devices must be carried as hand luggage when travelling.

Information should be protected against loss or compromise when working remotely (for example at home or in public places).

8 Mobile Storage Devices

Mobile storage devices such as memory sticks and removable hard drives are not to be used unless authorised. Only Nene Valley Partnership owned, managed, and authorised mobile storage devices with encryption enabled must be used, when transferring internal and/or confidential data.

Monitoring and Filtering

All data that is created and stored on Nene Valley Partnership computers is the property of Nene Valley Partnership and there is no official provision for individual data privacy, however wherever possible Nene Valley Partnership will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Nene Valley Partnership has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Internet and content filtering is in place for general school systems, based on DFE guidelines.

All messages passing through the school computer system are monitored by system administrators for malicious and/or offensive content, in addition to unsuitable text and images.

Any monitoring will be carried out in accordance with audited, controlled internal processes and the UK Data Protection Act 2018.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 2018
- Investigatory Powers Act 2000
- Telecommunications Regulations 2000
- The principles of the European Convention on Human Rights incorporated into the United Kingdom law by the Human Rights Act 1998.

9 Reporting

It is your responsibility to report suspected breaches of security policy without delay to a staff member and/or the IT team.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Trust disciplinary procedures.

10 Policy Compliance

Compliance Measurement

The Trust Network Manager will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved and recorded by the Trust Network Manager in advance and reported to the Trust Board.

Non-Compliance

The Nene Valley Partnership has the authority to disable users' email facilities and internet access immediately, without warning, for failure to comply with this policy.

The Nene Valley Partnership takes bullying and harassment of staff and students very seriously. Where such behaviour occurs through the use of technology, in or out of school, action will be taken as outlined in our policies. Where appropriate, incidents may be referred to the police.

All users have a duty to report infringements of this policy by others to a member of staff: schools must be strict in these matters to ensure that any user breaching this agreement is prevented from bringing the school/Trust into disrepute and to ensure that the integrity of the school/Trust is maintained.

Failure to comply with these rules will result in one or more of the following:

A ban, temporary or permanent, on the use of computers, the internet and/or email facilities at school.

A letter informing the student's parents of the nature and breach of rules.

Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Learning Manager for the student's year group, Key Stage Leaders, Head of Department, Headteacher, Head of School or Senior Leadership Team.

Any other action decided by the Trustees of The Nene Valley Partnership.

Where computer misuse gives serious cause for concern, the school may refer to the Police or Local Authorities for additional guidance.

11 Acceptable Use

Use of the Nene Valley Partnership internet and email is intended for Trust use.

- All individuals are accountable for their actions on the internet and email systems.
- All students will sign an age-appropriate Acceptable Use agreement (see appendices). The full principles for use of Trust and school facilities are:
- Students may only access those services they have been given permission to use.
- Students may not use proxy servers, VPNs, browser addons or any other tools designed to bypass school filtering and security systems.
- Students must not use the internet or email to make personal gains or conduct a personal organisation.
- Students must not use the internet or email to make personal gains or conduct a personal organisation.
- Students must not forward Nene Valley Partnership mail to personal (non-Trust) email accounts (for example a personal cloud or owned domain account).
- Work or activity on the internet and/or computers must be directly related to the student's school work.
- Students must not disclose any password or username they have been given, to anyone.
- Students must not give out personal addresses, telephone numbers or email addresses of any person at The Nene Valley Partnership.

- Use of names or photographs of anybody at The Nene Valley Partnership will require written permission from parent(s) / guardian(s) or staff concerned.
- Students must not download, use or upload any material which is copyrighted. Permission should always be sought from the owner before using any material from the internet. If in doubt, or if permission cannot be obtained, material must not be used. Pupils must also not plagiarise work.
- Under no circumstances may students view, upload or download any material which is likely to be unsuitable for pupils or schools. If unsure about the suitability of any material, students must ask a member of staff.
- Students must not place any information on the internet that relates to Nene Valley Partnership, or express any opinion about Nene Valley Partnership unless they are specifically authorised/requested to.
- Students must always respect the privacy of files of other users. File areas of other pupils or staff must not be entered without obtaining permission from them first. All computer accounts (usernames and passwords) are for the use of a single individual. All actions when an account is in use, are the responsibility of the account holder.
- Students must not use the internet or email for the purposes of harassment or abuse.
- Students must not use profanity, obscenities, or derogatory remarks in communications.
- Students must not use school facilities to gain unauthorised access to any other account, at the school or any other facility, is expressly prohibited. Doing so may constitute a criminal offence.

Whilst the Trust employs sophisticated web filtering software, should students inadvertently access any inappropriate information or images, they must inform a member of staff immediately in order that the site can be blocked.

12 Continual Improvement

The policy is updated and reviewed (Annually) as part of the continual improvement process.

13 Guidelines and Processes

The Nene Valley Partnership Acceptable Media Use Policy Statement:

The Nene Valley Partnership has invested significant resources to provide computers, laptops and associated network technology for students.

All students are expected to sign/accept a contract agreeing to a set of rules relating to behaviour, covering the use of school IT and the use of the internet, privacy of work files, passwords and security. This contract is presented to a **secondary school** student upon logging into the computer system for the first time, as and when new contracts are updated this is then updated and redeployed so students are then further prompted again when logging into a computer or laptop owned by The Nene Valley Partnership.

Within a **primary school**, the class teacher produces a document that all students sign, so they are aware of their responsibilities surrounding IT and using IT equipment. Students will be required to commit to this agreement prior to using IT facilities. Any user of IT facilities breaking the agreed rules will have their access restricted or removed for a fixed period of time

14 Appendix 1

Appendix 1 – Displayed During Computer Login Process at Wollaston School

Student ICT Acceptable Use:

All students are expected to sign a contract agreeing to a set of rules relating to behaviour in our IT suites and use of the Internet, privacy of work files, passwords and security. Students will be required to commit to this agreement prior to using IT facilities. **Anyone breaking the agreed rules will have their access restricted or removed for a fixed period of time.**

I agree to the following rules in relation to use of IT in school:

- I will keep all usernames and passwords safe and secure.
- I will not use anyone else's user account.
- I will not eat or drink in any IT suite.
- I will not access any explicit or inappropriate material in school or use any game sites or websites that have been banned.
- I will follow the teacher's instructions at all times.
- I will use only computers or devices that the teacher has assigned to me or given me permission to use.
- I will not send store or publish any material on or through the school network which is bullying, threatening, abusive, indecent or offensive.
- I understand that use of unapproved sites will lead to me being barred from using the Internet and continual misuse may lead to me being barred from the school network.

By pressing the acceptance message and continuing to logon, you confirm and agree to the terms and conditions above, including the terms and conditions within the full policy/agreement (which can be found on the Nene Valley Partnership website), via The Nene Valley Partnership website, within the section "Key Information".

15 Appendix 2



Cogenhoe
Primary School



IT Acceptable Use Agreement for (KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of computers/tablets and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

Signed (child):

EYFS, Reception and Year 1 to sign as a class during an online safety lesson, complete this on one large A3 paper and display in the classroom.

16 Appendix 3



Nene Valley
Partnership
Excellence in Education



ESTD 1848
IRCHESTER
COMMUNITY PRIMARY
SCHOOL



Cogenhoe
Primary School



IT Acceptable Use Agreement for (KS2)

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I will ask permission from a teacher before using any technology devices.
- I understand that the *school* will monitor my use of the systems, devices, and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone will steal it.
- I will be aware of "stranger danger" when I am communicating online.
- I will not share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me feel uncomfortable when I see it on-line.
- I will not access other people's files or send pictures of anyone without their permission.
- I understand that the *school* systems and devices are for educational use and that I will not use them for personal or recreational use unless I have permission.
- When I am using the internet to find information, I will check that the information is accurate.
- I will not use the *school* systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will be polite and responsible when I communicate with others, I will not use inappropriate language and I understand that it is ok for others to have different opinions from me.
- I understand that if I do not follow the 'Acceptable Use Agreement' I may not be allowed to use any technology devices in school and my parents/carers may be contacted.

I have read and understand the above and agree to follow these guidelines when:

- I use the *school* systems and devices (both in and out of school).
- I use my own equipment out of the school in a way that is related to me being a member of this *school* e.g. communicating with other members of the school.

Your name:

Class:

Date: