



# Acceptable Use Policy

**Author/owner: Principals/Directors**

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# Acceptable Use Policy

This Acceptable Use Policy applies to all staff, pupils and visitors who have access to computers and devices that have access to the internet. Use of the Internet by the fore mentioned users is permitted and encouraged where such use supports the goals and objectives of The Three Saints Academy Trust. Access to the Internet is a privilege and all users must adhere to the policies concerning Computer, Email and Internet usage in line with the Data Protection Act 2018 (GDPR). Violation of these policies could result in disciplinary and/or legal action. All users are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder and to ensure pupils also abide by these rules.

## Computer, email and internet usage

- All users are expected to use the internet responsibly and productively. Internet access on the school's digital hardware resources and systems is limited to work-related activities or for uses deemed 'reasonable' by the Head and/or School Committee. Personal use is not permitted.
- Work-related activities include research and educational tasks that may be found via the Internet that would help in a user's role.
- All Internet data that is composed, transmitted and/or received by The Three Saints Academy Trust is considered to belong to the trust and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- Any equipment, services and technology used to access the Internet on the Trust's domain will be monitored and filtered via Adept's WebScreen web filter.
- Emails sent via the school's approved email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- Use the approved school email system or any other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- All sites and downloads are monitored and can be blocked by Agilisys if they are deemed to be harmful.
- All Internet usage and network usage is logged, and this information could be made available to my line-manager upon request.
- Ensure that any private social networking sites, blogs etc that I create or actively contribute to are not confused with my professional role.

- The installation of new software must be approved by the Headteacher.
- Confidential data transported from one location to another must be protected by encryption following the school's data security protocols when using any such data at any location.

## Unacceptable use includes, but is not limited to:

- Allowing unauthorised individuals to access email, Internet, network, or other school/LA systems,
- Stealing, using, or disclosing someone else's password or sharing your own.
- Engaging in any online activity that may compromise your professional responsibilities.
- Downloading any software or resources from the Internet that can compromise the network or those that are not adequately licensed.
- Knowingly introducing malicious software onto the network.
- Hacking into unauthorised websites.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via The Three Saints email service.
- Accessing work emails on a personal device (including mobile phone) other than via web-based email (browser-based email), unless the device has a screen lock configured that prevents notifications when locked.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Browsing, downloading or sending material that could be considered offensive.
- Sending or posting chain letters, solicitations, or advertisements not related to Academy purposes or activities.
- Passing off personal views as representing those of the organisation.
- Sharing confidential material, confidential information, or proprietary information outside of The Three Saints Academy Trust.
- Connecting a computer, laptop or other device to the network/Internet that does not have up-to-date anti-virus software.
- Connecting a USB (flash drive) to a computer, laptop or other device on the network that hasn't been scanned with up-to-date AntiVirus software on a network-disabled

computer. (reminder: all staff employed by The Three Saints Academy Trust have a personal Microsoft Office One Drive which should be used to store and transport data securely).

- Using personal digital cameras or camera phones for taking and transferring images of pupils or staff.

If a User is unsure about what constitutes Acceptable Internet usage, then he/she should ask his/her line manager for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of The Three Saints Trust network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the Directors.

## User compliance

I understand and will abide by this Acceptable Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

I agree to have an email account, be connected to the Internet and be able to use the school's ICT resources & systems.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.