



THOMAS ALLEYNES HIGH SCHOOL  
UTTOXETER

# ICT Acceptable Use Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Committee 23 March 2019	
Date of next review	March 2020

## **Purpose**

This policy is intended to provide a framework for use of the Thomas Alleyne's High School's IT resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

## **Scope of Policy**

For the purpose of this policy, any electronic, mobile, computing device (for example desktop computer, laptop, netbook, tablet and mobile phone) will be referred to as a 'device'. Staff, employees, third parties, students, contractors and any other external party may be referred to as a 'user' for the purposes of this policy.

Any reference to 'the employer' or 'the school' refers to Thomas Alleyne's High School. The 'appropriate level of authority should be determined according to the school's decision making structure. This policy applies to any users who have access to the network, but does not form part of any contract and can be varied from time to time, in order to comply with legal and policy requirements and in consultation with the appropriate bodies.

Throughout this policy any reference to; wireless, WIFI, network, broadband, internet access and infrastructure (switches, cabling, routers, wireless access points) will be referred to as 'connectivity services'.

Users of the School's devices are bound by this policy. The School seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching and innovation to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to users of the School.

## **Acceptable User Policy (AUP)**

**This code of conduct applies at all times, in and out of school hours, whilst using school devices.**

### **You should:**

- Only access websites that are appropriate for use in school.
- Be careful of what you say to others and how you say it.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it.)
- Only open email attachments from sources you know and trust.
- Only complete on-line questionnaires or subscription forms that are required for work or your studies.
- You should store your work in the N drive or your Office 365 account.
- Only use your school provided email address for work related communications.
- Only use your own Computer account

**You Must not:**

- Access sites that may have radicalisation and related extremist content
- Download games or other executable programs from the Internet
- Use chat lines or forums (unless approved by a member of teaching staff) or personal web-based email services
- Send, access or display offensive messages or pictures
- Give your name, personal address, telephone number or any other information about yourself via the internet or email
- Use or send offensive or bad language
- Use the school facilities to enter game sites etc.
- Intentionally waste resources and network bandwidth thus preventing use by others
- Allow other people to use your School account details to log on
- Staff must not have social media relations with Students
- Copy Music, software or any other material that you do not legally own
- Use another students account to access the computer network

**Please note:**

User areas & internet access on the school network are **closely monitored via Futures Cloud software**, and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.

If applicable, external agencies may be involved as certain activities may constitute a criminal offence.

**ANY ATTEMPTS TO BY PASS  
THE SCHOOL FILTER SYSTEM WILL BE CONSIDERED AS A MATTER FOR  
DISCIPLINARY ACTION.**



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**Acceptable Use Policy**

**Term & Conditions**

In signing this document, you accept that you are solely responsible for your actions, or the actions of others, undertaken whilst using your user account or device. Your responsibility is to use the School's network acceptably and appropriately in accordance with the acceptable use policy. The network (its devices and connectivity services) are for the purpose of school related activities and it should be used with due consideration for the rest of the community who share in its use.

**The school takes no responsibility for any personal devices bought on to the premises.**

**Acceptance:**

I accept the above policy:

Name: .....

Username: .....

Tutor Group (if applicable): .....

I have familiarised myself with this document. I understand my responsibility as a user and the consequences of misuse.

Signature: .....

Date: .....



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**Parent / Guardian – Acceptance (Students Only)**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and having understood its contents grant permission for my son or daughter or the child in my care to use and access the schools network.

I understand that network access is provided for educational purposes only. I also understand that every reasonable precaution has been taken by the School to provide a safe and secure environment but the school cannot be held responsible if a student's action is in breach of the Acceptable User Policy.

**Parents / Guardian of students are responsible for wilful or negligent damage caused by their child to any device owned by the Trust.**

Name of Parent / Guardian: .....

Parent / Guardian Signature: .....

Date: .....