

KINGSDOWN SECONDARY SCHOOL

Computer & Telephone Acceptable Use (Staff)

Scope: This Policy documents the School's approach to acceptable use of its IT hardware and software resources and also use of its telephone services by staff.

Introduction

The School provides telephones, computers and networked resources for use in teaching classrooms and other resource areas, for example, the Library and Open Access Centres. As part of these facilities, telephone, Internet, e-mail and School-owned software are available on the basis that they provide relevant resources to assist users whilst they work and study. Assistance in using computer resources is available from the network technician.

It is the policy of Kingsdown Secondary School to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Kingsdown Secondary School is a party. The downloading and/or installation of unauthorised software and screensavers are expressly forbidden. This includes software downloads from the Internet and from email. Kingsdown Secondary School will not condone the use of any software that does not have a licence and any employee found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.

Signed:

Head Teacher, Kingsdown Secondary School

Responsibilities

By using a computer and/or telephone belonging to Kingsdown Secondary School you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of the School network and resources to the School's ICT Services department. 'Misuse' means any violation of this Policy or any other use that is not included in the Policy and which has the effect of harming another individual or his or her property or breaking the law. Please note that you are required to agree to this Policy and named linked policies/procedures every time you log in to the School's network. These policies/procedures are reviewed annually prior to each academic year and it is your responsibility to keep up-to-date with any changes. Violation of these policies/procedures may result in disciplinary action being taken against you.

School IT and Telecoms Resources - Purpose and Use

The School provides access to its telephone services, computer hardware, networks and the Internet for educational and work-related purposes only. If you have any doubt about whether a contemplated activity is educational or work-related, you may consult with the School's network technician or the ICT Services team to help you decide if a use is appropriate.

Personal Use

The purpose of the provision of telephone services and ICT facilities is for use in connection with teaching, learning, research, and approved business activities of the School.

The School permits the use of its telephone services and ICT facilities (including the Internet) by staff for *some* personal use, subject to the following limitations:

- A level of use that is reasonable and not detrimental to the main purpose for which the facilities are provided.
- Priority must be given to use of resources for the main purpose for which they are provided.
- Personal use must not be of a commercial or profit-making nature, or for any other form of personal financial gain.
- Personal use must not be connected with any use or application that conflicts with an employee's obligations to the School as their employer.
- Personal use must not be connected to any purpose or application that conflicts with the Schools rules, regulations, policies and procedures.

Please note that abuse of these limitations may result in the withdrawal of access to ICT facilities, including the Internet.

Privacy

Telephone services, network and Internet access are provided as tools for your work and education. The School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the telephone and computer networks and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.

Copyright

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights.

N.B. The School carries out periodic scans for copyrighted material and reserves the right to remove copyrighted material from its systems.

Network Good Manners

All users must abide by the rules of network, email and Internet etiquette, which include:

1. Be polite. Use appropriate language in your electronic communications.

2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not arrange a face-to-face meeting with someone you 'meet' on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Be careful. Do not jeopardise the security of user access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another user. Password changes for staff are forced every 28 days. The password must be at least 8 characters long and may contain letters or numbers, but no symbols or spaces. We recommend including numbers in your password as this further improves security.
4. Be mindful of viruses. All data files received as attachments MUST be checked for viruses and Trojan viruses before being opened or run on the network. MacAfee (the School's chosen anti-virus software) should be used to scan documents.
5. Users are advised to update their personal contact and security details by double-clicking on the 'Update Your Details' shortcut on their PC desktop. Users will be asked security questions which will enable ICT Services to confirm their identity if network account changes are requested or account problems are reported.
6. Users should not use the services of the School Internet and/or e-mail to obtain or send such material which contravenes the law or published School policies (articles which are sexist, racist, obscene, or promote illegal behaviour).
7. Users are advised that the use of email to send personal data (e.g. about staff or students) to a third party is expressly forbidden unless prior approval by the School's Data Protection Officer is obtained.
8. Users are advised that all e-mail sent from an account is the responsibility of the individual account holder. To maintain consistency and clarity of contact information, users must only supply relevant contact information as part of e-mail signatures. The use of wallpaper, pictures, graphics or animations is prohibited.
9. Authorisation for global circulation by email must originate from the Head teacher's Office.
10. Users must not use chat or play games unless this is for specific authorised educational purposes.
11. Users must not tamper with the settings of the network or workstations. The connection of personal devices to the School network is not permitted.
12. Users are advised that computer-based audio services are provided for work-related purposes only.
13. When using sound outputs from applications or learning resources (including text readers) personal headsets should be used at all times in order to avoid inconveniencing other users, particularly when working in shared staff areas. Deliberately enabling sound outputs through screen speakers or other devices will be deemed a breach of the Acceptable Use Policy and will lead to disciplinary action being taken. External sound output can only be used by tutors

as part of their mainstream delivery strategies or alternatively during tutor-controlled student presentation work.

14. Kingsdown Secondary School does not allow users to install or use unauthorised software or copy or remove software from the School's PCs and/or network.

15. Users are required to exit the system correctly.

Software Policies and Procedures

It is the responsibility of all Kingsdown Secondary School employees and students to read, fully understand and agree to Kingsdown Secondary School's published software management policies and procedures. These policies and procedures are all available for reference purposes in the Policies and Procedures folder on the ICT Services. When users log in to the network and School hardware they are required to agree to the terms of this Acceptable Use Policy and thereby the following School policies and procedures which specifically refer to software licensing:

Policy: IT Equipment, Upgrades and Replacements

Procedure: The Evaluation, Acquisition, Copying and Installation of Computer Software

Procedure: Core and Systems Software

Failure to Follow Policy and Breach of Agreement

A user who violates this Policy and breaches his/her agreement may have his or her access to telephone services, the computer network and the Internet terminated indefinitely. A user breaches his or her Agreement not only by affirmatively violating the Acceptable Use Policy, but also by failing to report any violations by other users that come to the attention of the user. Moreover, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School may take other disciplinary action in accordance with the Staff Disciplinary Procedure.

Help and Assistance

If you have any questions regarding this Policy or require help using the school network, please ask a member of staff in any of the Open Access Centres or the Staff Resource Development Unit. If you notice someone using the network inappropriately, please let any of the ICT Services (technician) know. If you require assistance using the School's telephone services please contact the ICT Services (technician).

Conclusion

This policy will be reviewed again in March 2011.