Downe House

Title: IS ACCEPTABLE USE PROCEDURE

Policy: All those in the school community using the School's IS network shall adhere to strict guidelines concerning appropriate use of network resources.

Purpose: To define policies and procedures for accessing the School IT network and/or accessing the Internet through the School IT network.

Scope: This policy applies to all users with access to the Internet and related services through the School network infrastructure. Specifically this includes staff, pupils, governors and guest accounts.

Responsibilities:

All users are responsible for knowing and adhering to this usage procedure.

The IS Network Manager is responsible for enforcing this procedure.

Definitions:

Internet – The international computer network of networks that connect government, academic and business institutions and the TCP/IP protocols it uses.

Intranet – A private network contained within the School using desktop applications and web technologies to share information internally. The School Intranet is primarily for pupils and is known as 'Elaine'

Extranet – A private network that extends to users outside of the School's internal organisation. This extension primarily consists of parents and certain inspecting authorities from time to time. The Extranet operates in isolation from all other Internet users.

Procedure:

1. DEVELOPMENT / IMPEMENTATION / REVIEW / CHANGE CONTROL

   1.1. This policy in common with all IS Department policies and procedures are developed, implemented and reviewed in accordance with procedures laid down in the IS Management System which forms part of the IS Department Manual.

2. ACCEPTABLE USE - COMPUTERS AND INTERNET

   2.1. Access to the Internet is primarily limited to activities in direct support of school business.

   2.2. The Internet may be accessed for private and recreational use but only within the guidelines of this policy.

   2.3. If any user has a question of what constitutes acceptable use they should contact the appropriate person. Staff should contact their line manager or the Director of Information Systems (DIS) directly. Pupils should contact their Housemistress / Housemaster or Tutor.

3. INAPPROPRIATE USE - COMPUTERS AND INTERNET

   3.1. Internet access shall not be used for any illegal or unlawful purpose. Examples of this are the transmission of violent, threatening, racist, defrauding, pornographic, obscene, or otherwise illegal or unlawful materials

   3.2. These services shall not be used to harass, intimidate or otherwise annoy another person. The School's E-Mail Policy defines clearly the guidelines to be

adopted. For staff please refer to Merlin under 'Polices'; for pupils please refer to 'Elaine'.

3.3. The School's Internet and Intranet shall not be used for commercial or political purposes. Authorised fund raising is permitted.

3.4. The School's Extranet may not be used for commercial or political purposes. Charging arrangements for parents signing up to school activities is permitted.

3.5. Users shall not attempt to circumvent or subvert security measures on either the School's network resources or any other system connected to or accessible through the Internet.

3.6. Users shall not use Internet access for interception of network traffic for any purpose other than engaging in authorised network administration.

3.7. Users shall not make or use illegal copies of copyrighted material, store such material on school equipment, transmit or print such material over the school network. This includes, but is not limited to, images available on sites such as Google Images.

4. INTERNET AND E-MAIL ETIQUETTE

4.1. All users shall ensure all communication through school e-mail or messaging services is conducted in a professional manner. The use of suggestive, vulgar or obscene language is prohibited.

4.2. Users shall not reveal, transmit or print private or personal information through e-mail or messaging services (unless part of their role e.g. LT, HR staff, House Staff etc.) without clear and specific written approval from a member of the Leadership Team (LT).

4.3. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups, use of e-mail distribution lists, or sending messages with large file attachments should be avoided.

4.4. E-mail privacy cannot be guaranteed. For security reasons, messages transmitted through the School's e-mail system or network infrastructure are the property of the School and are subject to monitoring.

4.5. For full guidelines on E-Mail Etiquette please refer school documentation on Merlin under 'Polices' for staff and on 'Elaine' for pupils.

5. COMPUTER AND INTERNET USAGE - SECURITY

5.1. Users who identify or perceive an actual or suspected security issue shall immediately contact the DIS, in accordance with procedures laid down in the IS Incident Handling procedure.

5.2. Users shall not reveal their account passwords to others or allow any other person, staff or pupil to use their accounts.

5.3. Any and all use of IS assets is subject to School polices.

5.4. Internet access is monitored by a 'Lightspeed Rocket Appliance' to ensure inappropriate material is not accessed.

5.5. Security scanning software e.g. Anti-Virus software is in place and is regulated by a Trustwave Security Gateway. This software must not be tampered with or disabled in any way.

5.6. Access to school network resources shall be revoked for any user, staff or pupil, identified as a security risk or who has a demonstrated history of security problems.

5.7. Staff are only permitted to use Microsoft OneDrive, Google Drive or Apple iCloud, cloud based storage, no other cloud based storage service maybe used without the written permission of the Director of Information Systems.

5.8. Staff are not permitted to use any applications ("apps") or software packages on their mobile devices and/or tablets that store information in the "cloud" unless it is Microsoft OneDrive, Google Drive or Apple iCloud.

6. COMPUTER AND INTERNET USAGE - PENALTIES

6.1. Any user violating these policies or applicable UK laws while using the School's network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate, possibly including termination in the case of staff or expulsion from the School in the case of pupils. Appropriate criminal and/or civil prosecution may also be considered.

7. COMPUTER AND INTERNET USAGE - CONCLUSION

7.1. All terms and conditions as stated in this policy are applicable to all users of the school network and the Internet. These reflect an agreement of all parties and will be governed and interpreted in accordance with UK law. By using the school network and the Internet, including email, users are agreeing to operate in accordance with this IS Acceptable Use policy.

8. USER COMPLIANCE WITH USAGE PROCEDURES

8.1. The user signifies his or her understanding of this procedure and associated procedures mentioned and agree to abide by them. The user also signifies understanding that violating these procedures is, at the least, unethical and may even be a criminal offence, punishable by the removing of access privileges and /or disciplinary action as detailed above. Criminal proceedings can result in heavy fines and other penalties including imprisonment.

9. OTHER INFORMATION SYSTEMS PROCEDURES THIS PROCEDURE DEPENDS ON

9.1. IS Security
9.2. IS Management System
9.3. Malware
9.4. IS Access Control
9.5. IS Incident Handling
9.6. Internet and e-Mail Etiquette

This policy makes reference to the School Email Policy, a copy of which can be located on Merlin in the 'My Policies' section.

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Revision History:

Revision	Date	Description of changes	Requested By
1.0.0	1st September 2014	Re-Release (Formally Computer and Network Acceptable Use Policy)	S D Finch
1.0.0	30th October 2015	No changes	S D Finch
2.0.0	11th October 2016	7.1 Change in procedure, removal of 8.2 to confirm change in procedure	D McClymont

Review Leader: Director of Information Systems
Reviewed: October 2016
Next Review: October 2017