



Westbourne School

Westbourne Road, Sheffield, S10 2QT (Tel: 0114 266 0374)

ICT Acceptable Use Policy (AUP)

Person Responsible	Online safety coordinator - Miss Katie Baker
Date Written	Sept 2021
Review Date	Sept 2022

This document should be read, a copy can be kept for your information. By signing in at reception you are agreeing to abide by this policy.

Visitors will only have access to the ICT tools essential to fulfilling the purpose of their visit.

Access to technology is a privilege and not a right and its use is governed by this policy. Visitors are responsible for their actions on the internet. Violation of this policy will result in access to ICT being restricted and in serious cases access to the school as a whole will be withdrawn.

User responsibility

Visitors are solely responsible for action undertaken or attempted from their user area. It is the visitor's responsibility to use the school network acceptably and appropriately. The network is for the purpose of school related study and should be used with due consideration by visitors who share its use.

These rules apply to all computers, mobile phones, tablets, laptops, electronic storage devices, smart watches and other wearable technology. They also apply to the use of social networking sites which are sometimes used inappropriately.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable or otherwise harm the operation of computers.
- Do not waste resources, particularly printer ink and paper.
- Do not eat or drink near any computer equipment.

Security and Privacy

- Do not give your guest password to others, or use passwords to access another student or staff's user area.
- Do not use the computers in any way that annoys, harms, offends, insults or upsets others.

- Respect, and do not attempt to bypass, security in place on the computers; and do not attempt to alter the settings.
- Users will avoid the inadvertent spread of computer viruses. Unchecked CDs, DVDs and USB flash/pen drives must not be used and email attachments that are suspect or from unknown sources should not be opened.

Staff may review files and communications to ensure that visitors are using the system responsibly. All computers have monitoring software installed to ensure they are being used appropriately. Inappropriate and unacceptable use will result in access to ICT being restricted and in serious cases access to the school as a whole will be withdrawn.

Internet

- Do not access the internet unless for school authorised/ supervised activities
- Do not use the internet to view, download, send or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright law.
- Do not engage in 'chat' activities over the internet e.g. Facebook, Twitter etc.
- Do not upload any material onto the internet that is in any way connected to Westbourne (e.g. videos to YouTube, etc)

Data Protection Act

All information recorded on ICT equipment will be held by the school in accordance with the School's Data Protection Notice, a copy of which is available on request and can also be found on our website.