

COPLESTON HIGH SCHOOL

Acceptable use of ICT policy summary

A full copy of this policy can be accessed via the school's website

The need for a policy

All Copleston High School information communication technology (ICT) facilities and information resources remain the property of Copleston High School and not of particular individuals, teams or departments. By following the acceptable use of ICT policy we will help ensure that ICT facilities are used legally, securely, without undermining the school, effectively, in a spirit of co-operation, trust and consideration for others and so that they remain available.

The policy relates to all ICT facilities and services provided by Copleston High School, although special emphasis is placed on email and the internet. All employees, volunteers, and any other users of our IT are expected to adhere to the policy.

Deliberate and serious breach of the policy statements in the acceptable use of ICT policy may lead to Copleston High School taking disciplinary measures in accordance with the disciplinary procedure policy. Copleston High School accepts that ICT – especially the internet and email system – is a valuable business tool. However, misuse of this facility can have a negative impact upon employees and volunteer productivity and the reputation of the organisation.

In addition, all of the organisation's phone, internet and email related resources are provided for business purposes. Therefore, the organisation maintains the right to monitor the volume of internet and network traffic, together with the email systems. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

As a user of Copleston High School's equipment and services, you are responsible for your activity.

Do not disclose personal system passwords or other security details to other employees, volunteers, external agents and students. Do not use anyone else's log-in; this compromises the security of Copleston High School. If someone else gets to know your password, ensure that you change it or get the ICT support department to help you

Do not attempt to gain unauthorised access to information or facilities. The Computer Misuse Act 1990 makes it a criminal offence to obtain unauthorised access to any computer (including workstations and PCs) or to modify its contents. If you do not have access to information or resources you feel you need, contact the ICT support department.

Mobile phone communication and instant messaging

Staff are advised not to give their home telephone number or their mobile phone number to pupils.

Mobile phone communication should be used sparingly and only when deemed necessary.

Staff are advised not to make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupils' text messages other than for approved school business.

If mobile phone voice or text communication is established with a student because of educational necessity, the following guidelines must be followed:

The staff member's line manager must be informed in writing in advance.

Student's parents or guardians must be informed in writing in advance.

Photographs and videos of pupils should not be taken with mobile phones.

Photographs and videos of staff should not be taken with mobile phones.

Wearable technology

Wearable technology is difficult to manage due to the nature of it always being on the wrist and could easily cause distraction within lessons. As such we have decided to not ban the technology however we strongly advise against bringing it in to the school because of the distractions it can cause. If wearable technology is worn the following points must be adhered to:

If wearable technology is worn it must be kept in a Do Not Disturb mode to prevent distraction.

Wearable technology is strictly prohibited during exams. Exam regulations do not allow this type of device and will result in disqualification if worn.

If these points are ignored and the wearable technology is causing a distraction the device can be confiscated until the end of the school day.