



# Acceptable Use Policy

<b>Policy number</b>	<b>BS034</b>
<b>Applies to</b>	Whole School
<b>Endorsed by</b>	Head Master
<b>Responsibility</b>	Director of Finance & Operations
<b>Date reviewed</b>	April 2021
<b>Next review</b>	March 2024

## Policy Statement

All pupils and staff are encouraged to make appropriate use of computer technology in the course of their work at Bedford School, and may also make reasonable use of the system for personal and recreational purposes outside School time.

The use of ICT facilities depends on all users behaving in a trustworthy and considerate manner. All users ought to be able to have confidence that their computer files will not be deleted, modified or accessed by unauthorised people, and that their use of the system will not be hampered by inconsiderate use by others.

## Scope of this Policy

This policy applies to all members of the school community (staff or pupils) who use school IT systems, as a condition of access. Access to school systems is not intended to confer any status of employment on any contractors.

## The Policy

All use of the ICT system is governed by the School Rules and policies, the Staff Handbook and Policies for Staff and should be read in conjunction with the Harpur Trust's Data Protection Policy.

All users are allocated a UserID and password when they join the school, and this password must be kept secret. No one may log on to the system using someone else's UserID, nor attempt to find other people's passwords. Users, particularly Staff, need to be aware of the potential dangers of any lapses of proper security measures.

Users must not modify School computers or the network system by tampering with hardware, changing system settings, or introducing undesirable software. In some cases this may be illegal.

The School filters access to undesirable material through the School network. Users must not attempt to bypass this or other security measures in place.

No one may seek out, store on the computer system, nor transmit to other users, material that might be deemed inappropriate or offensive. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which the School believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Head Master whilst allegations of unsuitable use are investigated by the School.

All users should be aware that use of the system can be monitored by the School should it be suspected that the system is being misused. The School also has the right of access to all files stored on the system including personal emails, and users should be aware that deleting a file or email may not remove it completely from the system.

Anyone making wasteful or inappropriate use of resources, for example bitcoin mining, may be charged for them, or restricted from using the facilities.

## Online behaviour

As a member of the school community you should follow these principles in all of your online activities:

- The school cannot guarantee the confidentiality of content created, shared and exchanged via school systems. Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact pupils or parents, and pupils and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

## Using the school's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

## Passwords

Passwords protect the School's network and computer system and are your responsibility. They should not be obvious (for example "password", 123456, a family name or birthdays), and nor should they be the same as your widely-used personal passwords. You should not let anyone else know your password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

## Use of Property

Any property belonging to the School should be treated with respect and care, and used only in accordance with any training and policies provided. You must report any faults or breakages without delay to [department].

## **Use of school systems**

Whilst the provision of school email accounts, Wi-Fi and internet access is for official school business, administration and education, all pupils and staff are encouraged to make appropriate use of computer technology in the course of their work at Bedford School, and may also make reasonable use of the system for personal and recreational purposes outside School time.

However, staff and pupils should keep their personal, family and social lives separate from their school IT use and limit as far as possible any personal use of these accounts. Again, please be aware of the school's right to monitor and access web history and email use.

## **Use of personal devices or accounts and working remotely**

All official school business of staff must be conducted on school systems, and it is not permissible to use personal email accounts for school business. Any use of personal devices for school purposes, and any removal of personal data or confidential information from school systems – by any means including email, printing, file transfer, cloud or (encrypted) memory stick – must be registered and approved by the Director of IT.

Where permission is given for use of personal devices, these must be subject to appropriate safeguards in line with the school's policies.

## **Monitoring and access**

Staff, parents and pupils should be aware that school email and internet usage (including through school Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and school email accounts may be accessed by the school where necessary for a lawful purpose – including serious conduct or welfare concerns, extremism and the protection of others.

Any personal devices used by pupils, whether or not such devices are permitted, may be confiscated and examined under such circumstances.

The school may require staff to conduct searches of their personal accounts or devices if they were used for school business in contravention of this policy, and in particular if there is any reason to suspect illegal activity or any risk to the wellbeing of any person.

## **Compliance with related school policies**

To the extent they are applicable to you, you will ensure that you comply with the school's e-Safety Policy, Data Protection Policy and Retention of Records policies, Safeguarding, Anti-Bullying and Anti-cyber bullying policy.

## **Retention of digital data**

Staff and pupils must be aware that all emails sent or received on school systems will be kept in archive whether or not deleted and email accounts will generally be closed and the contents deleted or archived in accordance with the School's Data Retention schedule.

Any information from email folders that is necessary for the school to keep for longer, including personal information (e.g. for a reason set out in the school privacy notice), should be held on the relevant personnel or pupil file. Important records should not be kept in personal email folders, archives or inboxes, nor in local files. Hence it is the responsibility of each account user to ensure

that information is retained in the right place or, where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the school's email deletion protocol.

If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact the IT Director or the Director of Finance & Operations.

## **Breach reporting**

The law requires the school to notify personal data breaches, if they are likely to cause harm, to the authorities and, in some cases, to those affected. A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

This will include almost any loss of, or compromise to, personal data held by the school regardless of whether the personal data falls into a third party's hands. This would include:

- loss of an unencrypted laptop, USB stick or a physical file containing personal data;
- any external hacking of the school's systems, eg through the use of malware;
- application of the wrong privacy settings to online systems;
- misdirected post or email;
- failing to bcc recipients of a mass email; and
- unsecure disposal.

The school must generally report personal data breaches to the ICO without undue delay (ie within 72 hours), and certainly if it presents a risk to individuals. In addition, controllers must notify individuals affected if that risk is high. In any event, the school must keep a record of any personal data breaches, regardless of whether we need to notify the ICO.

If either staff or pupils become aware of a suspected breach, please contact the Director of Finance & Operations or the Assistant to the DFO.

Data breaches will happen to all organisations, but the school must take steps to ensure they are as rare and limited as possible and that, when they do happen, the worst effects are contained and mitigated. This requires the involvement and support of all staff and pupils. The school's primary interest and responsibility is in protecting potential victims and having visibility of how effective its policies and training are. Accordingly, falling victim to a data breach, either by human error or malicious attack, will not always be the result of a serious conduct issue or breach of policy; but failure to report a breach will be a disciplinary offence.

## **Breaches of this policy**

A deliberate breach of this policy by staff or pupils will be dealt with as a disciplinary matter using the school's usual applicable procedures. In addition, a deliberate breach by any person may result in the school restricting that person's access to school IT systems.

If you become aware of a breach of this policy or the e-Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online you should report it to the Vice Master (as DSL). Reports will be treated in confidence wherever possible.

