Policy: Staff and Visitor Acceptable Use	

Agreed: 10th May 2018 (Resources)

Sidmouth College has provided computers for use by staff, offering access to a vast amount of information for use in studies; acting like an enormous extension to Sidmouth College library and offering great potential to support the curriculum. The computers are provided and maintained for the benefit of all staff and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn or disciplinary action.

The internet provides access to a wide range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering systems used in our college blocks inappropriate content, including extremist content.

We also filter out social media, such as Facebook for Years 7-11. Searches and web addresses are monitored and the ICT Technicians will alert senior staff where there are concerns and prevent further access when new sites that are unlocked are found.

Where staff, students or visitors find unblocked extremist, pornographic or inappropriate content they must report it to a senior member of staff.

We are aware that children and young people have access to unfiltered internet when using their mobile phones. Staff need to be vigilant if students are using their phones as directed by a member of staff. Students are not allowed to use their phones on the college site at all other times.

Usage

- I know that Sidmouth College will monitor my use of Sidmouth College ICT systems and communications.
- I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will NOT use any other person's username and password.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of Sidmouth College or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by the college policy to disclose it to an appropriate authority.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in Sidmouth College policies.
- Where personal data is transferred outside the secure college network, it must be encrypted. Remote access is a secure way of accessing data. Any laptops used to store sensitive or confidential data must be encrypted.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal devices (encrypted USB devices etc.) in college if I have permission & I understand that, if I do use my own devices in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and could incur disciplinary action.
- Always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never leave a logged on machine unattended.
- Always be wary about revealing your home address, telephone number, school name, or picture to people you meet on the internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas including memory sticks will be treated like school lockers. ICT staff may review your files and communications to ensure that you are using the system responsibly (a request must be made by a member of SLT).

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content always report such messages to a member of ICT staff. The sending or receiving of an email containing content likely to be unsuitable for schools is strictly forbidden.

File Storage

- Only store work related files on Sidmouth College ICT systems. Private documents, personal photographs and files such as MP3 music should not be saved on Sidmouth College servers. Frequent house-keeping is advisable to help keep the size of storage down.

Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Network Manager or Principal.
- If I believe a young person may be at risk I will follow the child protection procedures.
- If I believe a young person may be being bullied I will follow the anti-bullying procedures.

Communications

- I will only communicate with students, parents or carers using official college systems.
- I will be aware that any communication could be forwarded to an employer or governors.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images or video of students or staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media I will ensure that parental/staff permission allows this.
- Where these images are published (e.g. on Sidmouth College website/local press) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I will not use my personal equipment to record images/video unless I have permission to do so.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that I have permission for.

Sidmouth College's internet provider, British Telecom (BT) requires all users to use the internet responsibly and strictly according to the following conditions: For the purposes of this document, internet usage means any connection to the internet via web browsing, external email or news groups.

I will not:
- Visit internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to; pornography (including child pornography), promoting discrimination of any kind, promoting racial or religious hatred, promoting illegal acts or any other information which may be offensive to colleagues
- Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material will be reported to the police; images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually

provocative, adult material that potentially breaches the Obscene Publications Act in the UK and criminally racist material in the UK

- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the internet
- Use the internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate and use the internet facilities for running a private business
- Visit sites that might be defamatory or incur liability on the part of the college, BT or Local Authorities.
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties
- Reveal or publicise confidential or proprietary information, which includes but is not limited to; financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
- Install or store programmes on a computer unless I have permission

Please read this document carefully. If you violate these provisions, access to the Internet may be denied and you may be subject to disciplinary action.

Additional action may be taken by Sidmouth College in line with existing policies regarding staff behaviour. Where appropriate, police may be involved or other legal action taken.