



# HIGHFIELDS SCHOOL

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## ICT ACCEPTABLE USE POLICY

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## **ICT Acceptable Use Policy**

Highfields School strongly believes in the educational value of digital technologies and recognises their potential to support the curriculum. The ICT Acceptable Use Policy relates to the use of the school's digital infrastructure including devices, software, and online resources, whilst in school and working remotely.

This policy does not cover all aspects of ICT, as this is linked to and covered in:

- Online Safety Policy
- Data Protection (GDPR) Policy
- Mobile Phone
- Student Laptop Agreement
- Staff code of conduct

Before being allowed access to the school's digital infrastructure, students and staff must read through and understand this policy. Students must also obtain parental permission and both the parent and student must sign the Laptop agreement, as acceptance of the policy.

### **Principles**

Highfields is committed to safeguarding digital technologies, and all connected systems, to ensure they can be used in the most effective manner to support teaching and learning. Ensuring the safety and integrity of the ICT systems is the responsibility of all those who use them.

Highfields encourages students and staff to fully use the digital technologies provided and make the most of them to support their work, both in school and off-site. The school encourages a responsible and professional use of technology, always in accordance with this Acceptable Use Policy. Any breach of this policy or the Computer Misuse Act 1990, the user will find provisions and access to ICT systems revoked.

The school may exercise its right to monitor the use of ICT systems, including filtered internet access, proactive safeguarding alerts, live screen monitoring by classroom teachers and the interception of emails and deletion of inappropriate materials where it believes unauthorised use of ICT may have taken place. The school will inform the police where it believes criminal activity may have taken place.

As covered in the Online Safety Policy, Highfields School utilises Smoothwall filtering and monitoring to reduce the risk and possibilities of students and staff accessing unsuitable material. However, parents and carers are responsible for setting and conveying the standards that their children should follow. To support this, we offer Online Safety induction at Welcome Evenings and will run training drop-in sessions for parents, along with providing guidance and resources on the school website.

As part of school media and marketing, Highfields may take digital recordings (still and video) of students attending the school. These images may appear in our printed and digital publications. We will ensure that the names of students are not used when their images are in our publicity material and all personal data will be handled in accordance with the General Data Protection Regulation (GDPR) and Data Protection policy.

## **Password security**

Access to all school systems is controlled by individual usernames and passwords provided to all students and staff at induction. Passwords must not be shared with any other party, and students and staff must assume personal responsibility for these. Any users who share these credentials with others will be in breach of this policy.

Generic passwords are issued and all users are prompted to change their password during first log on. This password must meet the security requirements of a minimum 8 characters in length, at least 1 uppercase, 1 lowercase letter and 1 number. The passwords will expire every 12 months and will prompt users to create a new secure password.

## **Acceptable Use**

- This acceptable use policy is in place to help protect all of us by describing acceptable and unacceptable computer use
- The school owns the Network and ICT equipment, including the student Laptops until end of lease contract, and sets the rules for its use
- Where permitted, personal ICT equipment (Bring Your Own Devices/Mobile) is used in school, the same rules apply to this equipment
- Where school-based systems or equipment are used away from the school the acceptable usage policy applies
- Irresponsible use may result in the loss of ICT access and further action appropriate to the situation
- Digital Support is the sole administrator of all school owned devices, so users must not attempt to alter, circumnavigate or hack any device settings
- All ICT and Internet use must be appropriate to education, and any software must be approved and installed by Digital Support
- Technology should never be used to make people feel embarrassed, uncomfortable or upset
- Irresponsible behaviour will be dealt with as set out in the Behaviour and Anti-Bullying policies
- ICT access must be made with your own authorised account and password, which must not be given to any other person
- Copyright and intellectual property rights must be respected at all times
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers

- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging
- Images of any person in school must not be used without consent
- Use of any ICT system to produce material that could damage the reputation of the school is not permitted
- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted
- Everyone is responsible for each other's safety. We all have a responsibility to report any misuse or concerns. Concerns can be passed on to any teacher or [safeguardinghighfields@hswv.co.uk](mailto:safeguardinghighfields@hswv.co.uk)

### **Physical Security**

The users of computing equipment should always adhere to the following guidelines:

- Treat equipment safely and in accordance with health and safety policies
- Keep liquids away from ICT equipment
- Do not place heavy objects on ICT equipment
- Do not drop ICT equipment or objects onto it
- Laptops must be transported in a case
- Do not leave laptops unattended, around the school or in a public place
- Confidential data should not be stored on any removal device, and should be kept on the schools OneDrive or SharePoint, in accordance with GDPR

By adhering to this policy, Highfields will ensure that the experience with digital technologies will support all students and staff and promote a positive experience, assisting with digital wellbeing and a healthy work-life balance.

Review in 2023