



# Cowley International College

## Acceptable Use Policy

September 2023

Review date: September 2024

This policy outlines what are acceptable and unacceptable uses of ICT facilities within Cowley International College. It is relevant to pupils, staff, governors and visitors. Whilst we aim to support the full use of the vast educational potential of new technologies we also have a responsibility to provide safeguards against risk, unacceptable material and activities. These guidelines are designed to protect pupils, staff and visitors from e-safety incidents and promote a safe e-learning environment for pupils.

At Cowley International College we believe that pupils should be trusted to use digital technologies in a principled and productive way. The general spirit of this policy is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the on-going debate about what responsible digital citizenship means and how we can nurture it within our school.

### Examples of acceptable use are:

- Using web browsers to obtain information from the Internet
- Accessing databases for information as needed.
- Using e-mail for contacts.
- Using the school's network to promote the exchange of information to further education and research and is consistent with the mission of the school.
- Using the school's network to access outside resources that conform to this "Acceptable Use Policy".
- Using the network and Internet in a manner, which respects the rights and property of others.
- Keeping all accounts and passwords confidential and inaccessible to others.
- Showing responsibility by making backup copies of material critical to you.
- Showing responsibility by taking precautions to prevent viruses on the school's equipment.
- Upon receipt of an attachment checking to making sure it is from a known source.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.
- Logging out or locking computers when they are left unattended
- Recognising that electronic communications sent through or stored on the school's network will be treated as school related and may be monitored or examined by the Headteacher or her/his authorised delegates for operational, maintenance, compliance, auditing, security and/or investigative purposes
- Reporting any damage to or loss of computer hardware immediately
- Saving documents onto appropriate storage areas of the school network or other appropriate storage systems
- Reporting any inappropriate behaviour and online bullying to the E-safety Coordinator
- Taking reasonable care that there is no damage or loss of any equipment on loan from school

### Examples of unacceptable use are:

- Using the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Recording, filming or take photographs on school premises without permission and with consent of the parent or carer.
- Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- Relocating school information and communication equipment without prior permission
- Conducting a personal business using school resources.

**PLEASE ENSURE ALL PAGES ARE COMPLETED**



- Transmitting any content that is offensive, harassing, or fraudulent.
- Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
- Sending of material likely to be offensive or objectionable to recipients.
- Using programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
- Changing original software setting/configuration of school owned computers
- Doing harm to other people or their work.
- Installing software on school computers unless authorised by the ICT Team.
- Doing damage to the computer or the network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarisation and violation of copyright laws.
- Using all upper case letters during conversation in email; this is considered to be shouting.
- Sharing your passwords with another person. Doing so could compromise the security of your files.
- Wasting limited resources such as disk space or printing capacity.
- Trespassing in another's folders, work, or files.
- Removing software CDs from their rightful location
- Downloading material from the Internet without specific authorisation from the ICT manager.
- Viewing, sending, or displaying offensive messages or pictures.
- Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

**I understand these guidelines and agree to follow them.**

Full Name	
Signature	
Date	

**Delete as appropriate**

Staff	Pupil	Governor	Visitor
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