



## **Birchington CE Primary School** **ICT Usage Policy**

### **Software/Hardware**

Only correctly licensed software can be installed on the school laptops and computers.

Titles currently install on school laptops are as follows:

- Internet Explorer
- Microsoft Office
- Clicker 5 (at teachers request)
- Test base (depending on your Keystage)

Teachers are not authorised to install any kind of hardware or software on to the school network or their laptops. If certain software or hardware is required you must seek the approval of either the IT Technician or ICT Co-ordinator. Installation of any of the above mentioned items could result in disciplinary action, as well as infringement of ©copyright laws.

All software provided on school equipment is fully licensed for academic purposes and this is a requirement of the County Auditors.

- A cabled network as well as wireless connectivity is provided on the school site. In order to use network services you are provided with an account specific to your position in the school. Users of the network must keep their own username and password safe. You are not permitted to use any other member of staffs account login. You take full responsibility of the use or misuse of your account on the school network
- Your account allows you certain rights to access a range of resources, you must not under any circumstances attempt to gain rights to resources that your account does not allow for. Any activity of this type will be tracked by the schools network rights enforcement system (NRES)
- The user must not in any instances tamper or misuse the school equipment on either a software or hardware basis. As this may cause damage which the user will be invoiced for the cost of replacement or repair whatever is cheapest

### **School Internet and Network Services**

- Birchington CE Primary has a high speed broadband internet connection which provides access to the World Wide Web. Our internet system has a proxy server installed on it which filters out inappropriate website requests. The filter is in operation to protect our pupils from accessing illegal or harmful material as well as preventing damage from such sites to our network.

Any attempt or breach to gain access is strictly forbidden. Illegal or harmful material is categorised as:

- Pornographic videos and images as well as videos and images which are hate motivated or against the law
- Video games both online versions, or attempts to install a game locally on a laptop or computer workstations in school

**The following rules also apply:-**

- Downloading music films and TV programmes etc. This is illegal and against ©copyright laws (unless permission is provided by the owner or a party with correct rights) the use of multimedia material for class activities from BBC IPlayer is permitted as long as a valid TV Licence is held by the school
- Installation of software titles brought from home or downloaded from the internet is strictly forbidden on laptops and school workstations the user account policy is designed to prevent all members of staff except the ICT Co-ordinator and IT Technician from being able to install or make changes to equipment. Attempts to override this policy will result in disciplinary action
- The facilities and equipment are for school educational use only. The facilities and equipment are not to be used for projects and private use or outside of the school day to day activities
- The contents of all mailboxes, workstations, server shares and caches operated by the school remain the property of the school. Anything you wish to remain private and confidential should not be stored or transmitted on the school systems
- A user account is supplied to every member of staff as mentioned above In addition users account will be scanned on a weekly basis to insure all aspects of policy and rules are being upheld. Any materials found within accounts which are illegal offensive or harmful to other members staff or the school network systems will be deleted and your details passed to the Headteacher or a member of SLT. Could Follow Disciplinary action
- Electronic mail (E-Mail) is provided by the school for school purposes only the sending and receiving of attachment's and data outside of school business is strictly forbidden and all mailboxes are scanned daily for inappropriate materials. E-mail is not a secure medium for sending school sensitive information, where a need for sending such data is required this data should be encrypted before sending to ensure confidentiality. It also advised that you check the destination address very carefully before sending any e-mail's as once it's been transmitted it cannot be retrieved again

**Guidelines for ICT Users**

ICT Users must always follow and adhere to the action points below, failure to do so will result in disciplinary action:

- Only access your own account never use another users login details

- Only use resources that are intended for your use only do not try to access resources outside of your permission level
- All staff will ensure that all portable devices e.g. Laptops and handheld device are kept in a secure place at all times.
- Staff will ensure that any personal or sensitive data is encrypted correctly if being stored away from the school's central systems. Staff are reminded if they are unable to perform the required encryption of any data files they are required to seek the advice and help of IT Services at once if this is not possible then data is not to be stored away from the school central systems until it can securely be transferred and encryption installed.
- You will not try to purposely exploit or gain access to data that you are not authorised to view
- You will not send forged or bogus data branded as if it originated from Birchington Primary School
- You will not use Chat clients (e.g. Yahoo Live Messenger or internet-based chatrooms)
- You will not visit social networking sites (e.g. Facebook Twitter Bebo My Space or any other type of Blog)
- You will not use school electronic communications to harass, hoax, or stalk other individuals
- You will not attempt to circumvent security mechanisms in place on the school equipment and network these measures are in place for welfare and safety of everyone
- You will not use school equipment or the network for commercial gain or advertising purposes
- You will not send threatening or cause endangerment or distress with messages or communications of any kind
- You will not knowingly infect the school network or equipment with a virus you hold on a CD, pen drives or any other type of storage device
- You will not attempt deliberately to degrade performance of the network or deny access to school services/resources and the use of the equipment by others
- You will not alter or purposely damage centrally stored data used by other parties
- You will not store or distribute ©copyrighted, illegal, inappropriate, or damaging material to others who may find it offensive or upsetting.
- You will not access the School Wi-Fi outside of your contracted hours on site and you will not allow non-members staff or general members of the public access to

our wireless connection by providing said outside parties with our connection credentials

- You will not publish electronically or paper-based publications that are not yours to publish
- You will not while on the school site connect personal devices from home to our wireless connection, e.g. Apple music devices like iPods, mobile phones, Smartphone's, PDA's and portable game consoles or any other internet capable devices that are not owed by the school
- You will keep your workstation or laptop in the condition in which it was issued to you
- You always log off your workstation on the network and leave it ready for the next user. E.g. you will not walk off for long periods of time leaving your workstation locked and unusable for any other user
- Once you have finished using a multimedia projector please remember to turn it off as leaving it on will means replacement bulbs will have to be purchased sooner and this is a great cost outlay for the school. Failure to do this could result in your class projector being out of service until money can be found to repair it
- Printing costs are getting ever higher and the school is proud that we can provide colour laser printing services in multiple locations around the school site. Only print what needs to be printed wasting toner is very expensive

**M Horsburgh & P Holland October 2010**  
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