



Priory School Network Acceptable Use Policy - External Services

About this policy

All users of external services provided by Priory must follow this policy. Services include Insight, Show My Homework, webmail and any other remote access to the network.

This policy is a basic guide, not an exhaustive list. If users are unsure as to whether something is acceptable, they should contact ICT Support in the first instance. As circumstances change – for example as new technologies come into use – this policy may undergo minor revision without further notice.

This policy applies to the use of services regardless of the location of that use. The school reserves the right to log and monitor access to its external services for auditing, maintenance and security purposes. This may include IP data.

All users must

- *only log on as themselves, protect their password, and never give it to anyone else*

All users must not

- *access or attempt to access any areas other than those to which they have been authorised*
- *threaten the security of any computer systems, either local or remote*
- *create, search for, store or distribute inappropriate material (e.g. material that is defamatory, obscene or in breach of copyright)*
- *give out personal details of other users online*
- *deliberately waste resources such as network bandwidth*

Staff must not

- *use public computers (e.g. libraries), public networks (e.g. café wifi) or shared logons (e.g. a family account) when accessing sensitive material such as student data*
- *leave an unattended home computer logged on and unlocked*
- *store logon details of school systems externally e.g. in a browser on a home computer*

Parents and carers must not

- *distribute or disclose any information obtained from the Insight system to any person(s) with the exception of the student to which the information relates or to other adults with parental responsibility*

Compliance

- breach of this policy may lead to sanctions including the removal of users' access
- if users do not comply with the relevant laws (e.g. the Data Protection Act 1998), the school may involve the police or local authority