



Priory School Network

Acceptable Use Policy - Internal network

About this policy

All users of computers at Priory must follow this policy. It is designed to make sure that the network runs efficiently, everybody gets the best out of the school facilities, and all data is kept safe.

This policy is a basic guide, not an exhaustive list. In particular, staff should also ensure that they are familiar with the school's Data Protection Policy and follow its associated procedures. 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.

Although it is not school policy to systematically check material on the network (e.g. user areas, emails or internet history) it is not private and the school reserves the right to monitor any information on it for auditing, maintenance and security purposes.

Users must

- *only log on as themselves, protect their password, and never give it to anyone else*
- *lock their computer if it is left logged on and unattended*
- *limit any personal use of the network to outside normal working hours*
- *report information security or e-safety incidents*
- *only use school systems to communicate with students online (e.g. school email)*

Users must not

- *allow anyone else to use their computer whilst they are logged on*
- *try to change computer system settings or tamper with connections*
- *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*
- *store logon details of school systems externally e.g. in a browser on a home computer*
- *try to connect any non-school equipment to the network without permission (e.g. mobile phones, personal laptops)*
- *create, search for, store or distribute inappropriate material (e.g. material that is defamatory, obscene, illegal or in breach of copyright)*
- *try to bypass the school's internet filter*
- *give out personal details of other users online*
- *deliberately waste resources such as network bandwidth*

Agreement

I have read and understood this policy and agree to abide by it.

I understand that

- *breach of this policy may lead to sanctions including the removal of my access*
- *repeated or serious offences by staff could be viewed as a disciplinary offence up to and including dismissal*
- *if I do not comply with the relevant laws, the school may involve the police or local authority*

Signed _____

Print name _____

Date _____