St Thomas More Catholic Primary school, Saffron Walden

ACCEPTABLE USE POLICY
Policy No. STM-003

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Approved by (inc date)	*Governing Body*
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1. Introduction

1.1. The school provides networked resources, including Internet access, to support learning and teaching. This policy outlines acceptable and unacceptable use to ensure safe and responsible online behaviour in line with UK law, DfE guidance, and Keeping Children Safe in Education (KCSIE).

1.2. All users must follow this policy. Breaches may result in loss of access, disciplinary action, monitoring, or legal consequences.

2. Conditions of Use

2.1 Personal Responsibility

a) Access to the school network is a privilege, not a right.

b) Users must act responsibly and report misuse, security breaches, or concerns to the Headteacher or IT Support.

c) Users must take care of school IT equipment and use it appropriately.

2.2 Acceptable Use

a) The network must be used for educational and professional purposes only.

b) Users must respect others, ensuring communications are polite and appropriate.

c) Personal use of the network (e.g., accessing home websites or social media) is not allowed.

3. Network Etiquette and Privacy

Users must follow these guidelines:

a) **Be respectful** – No abusive or inappropriate messages.

b) **Use appropriate language** – No offensive, discriminatory, or illegal content.

c) **Prevent cyberbullying** – Do not engage in online bullying or harassment.

d) **Protect personal data** – Do not share personal information online.

e) **Keep passwords secure** – Never share login details.

f) **Emails and messages** – Emails are monitored; users must not send spam, anonymous messages, or offensive content.

g) **Avoid disruptions** – Do not engage in activities that slow or disrupt the network.

h) **Supervised access** – Pupils must not use unauthorised chat rooms or social media.

i) **Reporting concerns** – Report unsuitable content to a teacher or IT Support.

j) **Prevent malware** – Do not download unapproved software or use infected storage devices.

k) **No circumvention** – Do not attempt to bypass security settings or filters.

l) **Respect copyright** – Do not download or share copyrighted material without permission.

4. Unacceptable Use

Prohibited activities include:

a) Using another person's login details or leaving a device logged in and unattended.

b) Accessing, creating, or sharing offensive, illegal, or defamatory content.

c) Breaching copyright laws (e.g., downloading pirated media).

d) Violating the UK Data Protection Act 2018 by mishandling personal data.

e) Engaging in cyberbullying, harassment, or online abuse.

f) Attempting unauthorised access to school systems or external networks.

g) Deliberate corruption or destruction of data.

5. Additional Guidelines

5.1 Users must comply with other networks' acceptable use policies if accessing external services.

5.2 All software installations require Headteacher or IT Support approval.

5.3 Users attempting to compromise network security will face disciplinary action.

6. Services Disclaimer

The school does not guarantee uninterrupted network services and is not responsible for data loss or service issues.

7. Network and Physical Security

7.1 Security breaches must be reported immediately.

7.2 Devices must be locked when unattended.

7.3 Staff laptops and devices must be stored securely.

7.4 Wilful damage to IT equipment or data will lead to disciplinary action.

8. Media Publications and Privacy

8.1 Parental consent is required before publishing pupil photographs or work.

8.2 Pupil images must not be published with full names unless written permission is given.

8.3 Publishing includes:

a) School and local authority websites.

b) Educational web broadcasts.

c) Press releases and media coverage.

d) Official school social media (if authorised).

9. Policy Review

This policy is reviewed annually or in response to UK law, DfE guidance, or school requirements.