



Acceptable Use of IT and the Internet for Pupils and Staff Policy

This policy is the responsibility of the Deputy Head (and Designated Safeguarding Lead), Director of Operations and Director of Pastoral Care to review and update annually.

Scope of this Policy

This policy applies to all members of the school community, including staff, pupils, parents, and visitors. In this policy 'staff' includes teaching and non-teaching staff, governors, and regular volunteers.

It should be read in conjunction with the following policies:

Safeguarding (including Child Protection) Policy

MSJ School Code of Conduct

Staff Behaviour and Code of Conduct

Anti-Bullying Policy

Photographic Images of Children Policy

Data Protection Policy

Whistleblowing Policy

Complaints Policy

Behaviour and Sanctions Policy

Mobile Phone and Digital Devices Policy

Malvern St James Computer Network and the Internet

The computer network is owned by Malvern St James and is made available to students to further their education and to Staff to facilitate their roles. It is to support and enhance learning and teaching as well as for carrying out the business of the School. Access to the Internet is provided through a filtered education provider for the safety of all users.

Pupils

Pupils must access the computer network only via their own account and password, which must not be available to any other person. Passwords should be strong and all users will be prompted to change these regularly. Please click [here](#) to view the guidance on creating a strong password.

Pupils are responsible for the emails they send, both content and attachments. Emails must be formal and appropriate. Emails and messages sent to other forums accessed via the School network are School property and will be monitored. Posting anonymous messages and forwarding chain letters is forbidden.

If any pupil or member of staff is personally insulted, abused, libelled or bullied through the Internet or School network, this must immediately be reported to the Headmistress. Any abuse of the Internet or electronic device technology inside or outside School which has a significant impact on School life will also come under the auspices of this Policy.

All activities that threaten the integrity of the School ICT systems or attack or corrupt other systems are forbidden. These include hacking, deliberate spreading of viruses, manipulating and deleting files other than their own and creating macros to the same end.

Pupils must respect the copyright of materials found on the Internet.

Pupils must also respect the right of others to privacy and confidentiality; they must not misuse or inappropriately alter any text (written or audio), images or video clips featuring members of the School community. Text, images or clips of the School or members of the School staff must not be uploaded to any internet site or distributed electronically without permission from the Headmistress. Text, images or clips of other pupils must not be uploaded to any internet site or distributed electronically without permission from the individual. This applies to both the School network and personal network.

Pupils must not access or attempt to access unauthorised areas of the school network or any other computer network. This includes logging on to another user's account.

Pupils must not attempt to avoid the filtering system in any way to gain access to restricted Internet sites. Pupils must never use any network to access or spread inappropriate materials such as radicalising, pornographic, racist, sexually harassing or offensive text and images. They must never use School access to the Internet to pursue personal gain including online auctions, gambling, own political purposes/activism or advertising. Pupils must immediately report to the Deputy Head, Director of Pastoral Care or E-safety Officer if they encounter undesirable material during any kind of communication on the Internet or computer network. Pupils must not store inappropriate or illegal material.

The Acceptable Use Policy also applies to girls who use their own laptops or any other Internet-enabled device. All devices must be password protected as a minimum and where possible encrypted. In addition, all laptops must have anti-virus software. It is the responsibility of each girl to keep this up to date and to ensure that all updates are installed. Laptops without anti-virus software will not be configured to access the network or Internet.

Misuse of technology, both inside and outside of school, which affects the welfare of members of the school community or the reputation of the School will be subject to disciplinary procedures.

Pupils must be aware that files and email accounts will be closed and the contents deleted within 3 months of that person leaving the school. It is the responsibility of each account user to ensure that any personal information that they wish to keep, is retained in the right place.

Every pupil must sign an Agreement in the terms of Appendix 1 or 2.

A reminder of the Acceptable Use Policy and an agreement request will appear on the pupil's screen once a term. The pupil will need to click "I Agree" before being able to continue accessing their account.

Parent(s) are asked to sign Appendix 1 of the Acceptable Use Policy (or Appendix 2 if their daughter is in an EYFS year) to acknowledge that they have read it and discussed with their daughter. To ensure that all pupils understand the requirements of the Acceptable Use Policy, regular time is allocated to the teaching of eSafety, including a dedicated lesson at the beginning of every term. In an age appropriate manner, all pupils are taught how to keep themselves safe on the Internet; how to follow the Internet Safety Rules; how to behave on the Internet and what to do when asked for personal information. Pupils are also made aware that should they choose to break the Acceptable Use rules they will be subject to age appropriate disciplinary procedures.

Members of Staff

Staff must access the computer network only via their own account and password, which must not be available to any other person. Passwords should be strong and all users will be prompted to change these regularly. Please click [here](#) to view the guidance on creating a strong password.

Staff are responsible for the content of the emails they send. Emails must be formal and appropriate. Emails and messages sent to other forums accessed via the School network are School property and will be monitored. Posting anonymous messages and forwarding chain letters is forbidden.

If any pupil or member of staff is personally insulted, abused, libelled or bullied through the Internet or School network, this must immediately be reported to the Headmistress. Any abuse of the Internet or electronic device technology inside or outside School, which has a significant impact on School life, will also come under this Policy.

All activities that threaten the integrity of the School ICT systems or attack or corrupt other systems are forbidden. These include hacking, deliberate spreading of viruses, manipulating and deleting files other than their own and creating macros to the same end.

Staff must respect the copyright of materials found on the Internet.

Staff must also respect the right of others to privacy and confidentiality.

Staff must not use their mobile devices in the Pre-Prep(EYFS) Department.

Staff must not (both during and following the termination of their employment) when using the internet or any social networking site:

- post or publish any derogatory reference to the School, colleagues, parents or pupils;
- use commentary deemed to be defamatory, obscene, proprietary or libellous;
- discuss pupils or colleagues negatively or criticise the School or its staff; or

- misuse or inappropriately alter any text (written or audio), images or video clips featuring members of the School community.

Staff must also respect the right of others to privacy and confidentiality. Text, images or clips of the School or members of the School staff can only be uploaded on School accounts on official School business in an appropriate manner and for no other purpose. Text, images or clips of pupils must not be uploaded to any internet site or distributed electronically without permission from the individual or their parent. This applies to both the School network and personal network. Please refer to the Photographic Images policy.

Staff must not attempt to avoid the filtering system in any way to gain access to restricted Internet sites. Staff must never use any network to access or spread inappropriate materials such as radicalising, pornographic, racist, sexually harassing or offensive text and images. They must never use School access to the Internet to pursue personal gain including online auctions, gambling, own political purposes/activism or advertising. Staff must immediately report to the Deputy Head, Director of Pastoral Care or E-safety Officer if they encounter undesirable material during any kind of communication on the Internet or computer network. Staff must not store inappropriate or illegal material.

The Acceptable Use Policy also applies to staff who use their own laptops or any other Internet-enabled device. All devices must be password protected as a minimum and where possible encrypted. In addition, all laptops must have anti-virus software. It is the responsibility of each member of staff to keep this up to date and to ensure that all updates are installed. Laptops without anti-virus software will not be configured to access the network or Internet.

Misuse of technology, both inside and outside of school, which affects the welfare of members of the school community or the reputation of the school will be subject to disciplinary procedures.

Staff must be aware that all files and emails sent or received on school systems are closed and the contents deleted within 3 months of them leaving the school. It is the responsibility of each account user to ensure that important information is retained in the right place or, where applicable, provided to the right colleague.

All members of staff must sign an Agreement in terms of Appendix 3.

A reminder of the Acceptable Use Policy and an agreement request will appear on the staff member's screen once a term. The staff member will need to click "I Agree" before being able to continue accessing their account.

Appendix 1 Acceptable Use Form Used on Parent Portal for New and Current Parents



Acceptable Use of IT and the Internet Agreement for Pupils

Malvern St James Computer Network and the Internet

Any student wishing to use the Malvern St James Network and Internet access must agree to follow this Acceptable Use Policy. By signing this document, you are giving the School permission to monitor your usage of the School network, including emails.

The School reserves the right to examine or destroy any files that may be held on its computer system, including emails and to search and monitor any emails or Internet sites visited. Pupils requesting Malvern St James Network and Internet access should sign this copy of the Acceptable Use Policy and return it to MSJ Admissions.

Pupils must only use their own account. Login details must not be shared with others. This will be dealt with as an equally serious offence as using another person's account.

Parents / Guardians are requested to endorse their daughter's signature.

As a School user of the Internet, I agree to follow the School rules on its use.

- I will abide by the School Code of Conduct and the mobile phone policy regarding the use of internet enabled devices, such as smart phones and iPads.
- I will use the network in a responsible way and observe all the restrictions explained to me by the School.
- I give express consent for the monitoring and searching of my School account (my emails, internet usage and documents). My internet-enabled and/or communication devices can be searched by a senior member of staff in my presence.
- I understand that breaking any of these rules may lead to stopping access to the Internet or computer network (or both). I also understand that misuse of technology, both inside and outside School, which affects the welfare of members of the School community or the reputation of the School will be subject to disciplinary procedures.
- I understand that the school owns the computer network and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the school
- I will not do, write or publish anything using my personal internet-enabled device, such as a smart phone and iPads, that I would not be prepared to show to my parents, the Headmistress or a future employer.
- I will choose usernames that are appropriate and consider carefully what personal information I give out about my life, experiences and relationships.
- I will not be obscene either in the words I use or the content I view. This includes material that is racist, violent or adult in nature.

- I will not store or access inappropriate or illegal material.
- I will not send or post electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- I will respect the laws of copyright and ensure that sources used are referenced
- I will not share content that puts me, or anyone else at risk in any way, this includes revealing passwords, personal details, photos or my location and will tell an adult should someone ask me for these details.
- I will not take or distribute any images or video of any staff or pupils without their consent.
- I will never use my device to bully, physically threaten or upset anyone and will report any instances of bullying that I know about.
- I will report all instances of bullying on social media affecting any girl at MSJ and I will recognise, even if I am not directly responsible for it, I have a duty to report it as I would be guilty by association.
- I understand that inappropriate use of social media sites (even in the holidays) may lead to disciplinary action according to the Rewards and Sanctions policy.
- I will use my device as directed by my teachers and will do nothing to bring the school into disrepute.
- I will not send anonymous messages or chain mail.
- I will not attempt to circumvent the schools filtering in any way.
- I will not access or attempt to access unauthorised areas of the school network or any other computer network. This includes logging on to another user's account.
- Torrenting, peer-to-peer networks or illegal file sharing are not permitted.
- I will acknowledge and adhere to the E-Safety rules
- I understand that the school can check my computer files, emails and monitor the internet sites I visit.

Name of girl: _____

Girl's Signature: _____ Date: _____

As the parent / guardian of the above-named pupil, I grant permission for my child to use electronic mail and the Internet in School. I understand that my daughter will be held accountable for her own actions.

Name of Parent / Guardian: _____

Parent/Guardian's signature: _____ Date: _____

Appendix 2 Acceptable Use Form on Parent Portal for New and Current Parents in EYFS and Pre-Prep



Acceptable Use of IT and the Internet Agreement for Pupils

Malvern St James Computer Network and the Internet

Any student wishing to use the Malvern St James Network and Internet access must agree to follow this Acceptable Use Policy. By signing this document, you are giving the School permission to monitor your daughter's usage of the School network, including emails.

The School reserves the right to examine or destroy any files that may be held on its computer system, including emails and to search and monitor any emails or Internet sites visited.

To ensure that all pupils understand the requirements of the Acceptable Use Policy regular time is allocated to the teaching of eSafety, including a dedicated lesson at the beginning of every term. In an age appropriate manner, all pupils are taught how to follow the Acceptable User Rules. They are reminded of the importance of keeping themselves safe on the Internet; how to follow the Internet Safety Rules; how to behave on the Internet and what to do when asked for personal information. Girls are also made aware that should they choose to break the Acceptable Use rules they will be subject to age appropriate disciplinary procedures.

Parents / Guardians are requested to sign the Acceptable Use Policy on behalf of their daughter.

Girl's Full Name: _____

Year Group: _____

Your daughter will be expected to adhere to the following:

*I will use the network in a responsible way and observe all the restrictions explained to me by the School.

*I give express consent for the monitoring and searching of my School account (my emails, internet usage and documents). My internet-enabled and/or communication devices can be searched by a senior member of staff in my presence.

*I understand that breaking any of these rules may lead to stopping access to the Internet or computer network (or both). I also understand that misuse of technology, both inside and outside School, which affects the welfare of members of the School community or the reputation of the School will be subject to disciplinary procedures.

As the parent / guardian of the above-named pupil, I grant permission for my child to use electronic mail and the Internet in School. I understand that my daughter will be held accountable for her own actions.

Name of Parent / Guardian: _____

Parent / Guardian's signature: _____

Date: _____

Please sign this document and return it to MSJ Admissions, admissions@malvernstjames.co.uk (new girls) or MSJ Communications, communications@malvernstjames.co.uk (current girls).

Appendix 3 Acceptable use Form for Staff



Acceptable Use of IT and the Internet Agreement for Staff

Malvern St James Computer Network and the Internet

Any member of staff wishing to use the Malvern St James Network and Internet access must agree to follow this Acceptable Use Policy. By signing this document, you are giving the School permission to monitor your usage of the School network, including emails.

The School reserves the right to examine or destroy any files that may be held on its computer system, including emails and to search and monitor any emails or Internet sites visited. Staff requesting Malvern St James Network and Internet access should sign this copy of the Acceptable Use Policy and return it to Alison Barber.

As a School user of the Internet, I agree to follow the School rules on its use:

- I will use the network in a responsible way and observe all the restrictions explained to me by the School.
- I give express consent for the monitoring and searching of my School account (my emails, internet usage and documents).
- I understand that breaking any of these rules may lead to stopping access to the Internet or computer network (or both). I also understand that misuse of technology, both inside and outside School, which affects the welfare of members of the School community or the reputation of the School will be subject to disciplinary procedures.

Staff Full Name: _____

Department: _____

Staff Signature: _____

Date: _____

Please sign this document and return it to Alison Barber, barbea@malvernstjames.co.uk

Authorised by	Resolution of the School Council
Signature	
Date	June 2019

Effective date of the Policy	June 2019
Review date	April 2020
Circulation	Members of School Council / teaching staff / all staff / parents / pupils [on request]