ICT Acceptable Use Policy 2023/24

Including

- Google Workspace
- Social media use
- Cyberbullying
- Network access
- Data sharing & privacy

OVERVIEW

Mougins School is committed to providing staff and students with a suite of safe, secure, and flexible digital tools, in order to facilitate an excellent teaching and learning environment. It is appropriate for staff and students to be allowed trust and freedom in using ICT for study, work and leisure, providing they adhere to the carefully created guidelines and requirements as outlined in this document.

The use of digital tools should always be in line with the school values.

RESPECT

We are kind, compassionate and courteous. We take care of ourselves, each other and our environment.

LEARNING

We are all learners who strive to develop and improve. We recognise the importance of effort, mistakes and reflection.

INTEGRITY

We are reliable, honest and fair, especially in the face of challenges.

COMMUNITY

We are supportive, encouraging and considerate. Together, we celebrate diversity and are committed to equality.

Exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio or spoken form, then it is not acceptable on the ICT network.

It is strictly prohibited to use any information and communication technology to cause harm to any other member of the school community

This rule is applicable both inside and outside of the school.

ICT ACCEPTABLE USE POLICY

General

This policy covers all computers and technology equipment, services and accounts provided by the Mougins School. It also refers to any personal devices, software and technologies used by staff and students at Mougins School. It details the rules and the usage of the computer technology at Mougins School .

All staff, students, employees and volunteers, must sign the Mougins School –"ICT Acceptable Use Statement" to use ICT equipment and online services, including G Suite for Education, both in and out of school.

We expect ALL ICT users to take responsibility in the following ways:

1. Not to access or even try to access any material which is:

- Violent or that which glorifies violence Criminal, terrorist or glorified criminal activity (including drug abuse)
- Racist or designed to incite racial hatred Of political opinion which could be reasonably considered offensive
- Pornographic or with otherwise unsuitable sexual content Crude, profane or with otherwise unsuitable language In breach of the law, including copyright law, data protection, and computer misuse f. Belongs to other users of ICT systems and which they do not have explicit permission to use

2. Ensure the following:

- Not to use games other than those with an educational purpose and only with the direction of a teacher.
- Not to search for, or use websites that bypass the school's Internet filtering
- Not to access social networking sites during normal working hours, lessons or during prep time, except where specific authorization has been granted for agreed school purposes
- Not to download or even try to download any software without the explicit permission of a member of the ICT systems support department
- Not to attempt to install unauthorized and unlicensed software
- To be extremely cautious about revealing any personal details and never to reveal a home address or mobile telephone number, on social networking sites or e-mails to strangers

- Not to use other people's user ID or password, even with their permission
- Not to interfere with or cause malicious damage to the ICT resources and facilities
- To report any breach (deliberate or accidental) of this policy to the ICT Manager immediately
- Not taking of photographs, audio recording or videotaping of students or staff members on school premises or during any school activity, except where specific authorization has been granted for agreed school purposes
- Not use personal devices (like phones, tablets or computers) for any purpose other than directed by the teacher during school time.

In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Any use of ICT may be monitored and recorded, including the contents of e-mail messages, to ensure that this policy is followed. Mougins School reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts, including email mailboxes, for purposes of ensuring appropriate use and health and safety.

Google Workspace for Education

At Mougins School all students from class 6 to 13 as well as the teachers, have a G-SUITE school account for cloud based working purposes. Mougins School has taken significant precautionary measures to ensure the accounts provided to staff and students are secure, safe, and store data in compliance with GDPR regulations.

Users commit themselves to never:

- Use the account of another user
- Attempt to disguise identity
- Knowingly sending a file which contains a virus, worm or malicious code.
- Share information or material that is confidential, not in line with the school values or is intended to cause reputational damage.

As a school, we control which Google apps the students will use and with whom they can communicate by email. Using their G Suite for Education accounts, students and teachers may access and use the following "Core Services":

- Classroom
- Gmail
- Drive (The files stored on G-Drive accounts must be used for school purposes only)
- Calendar
- Docs, Sheets, Slides, Forms, Sites
- Keep
- Tasks

Excepting cases whereby Mougins School interests are affected, G-Suite accounts of users leaving the Mougins School will be deactivated and deleted after 30 days.

Social Media

Mougins School respects privacy and understands that staff and students may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or Mougins School's reputation are within the scope of this policy.

Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with Mougins School or impacts on Mougins School, it must be made clear that the member of staff is not communicating on behalf of Mougins School with an appropriate disclaimer. Such personal communications are within the scope of this policy.

Digital communications with students are also considered. *Staff may only use social media to communicate with learners via a school social media account for teaching and learning purposes but must consider whether this is appropriate and consider the potential implications.*

Organisational control

Roles & Responsibilities

- **Leadership Team**
  o Facilitating training and guidance on Social Media use.
  o Developing and implementing the Social Media policy
  o Taking a lead role in investigating any reported incidents.
  o Making an initial assessment when an incident is reported and involving appropriate staff and external agencies as required.
  o Receive completed applications for Social Media accounts
  o Approve account creation

- **Administrator / Moderator**
  o Create the account following SLT approval
  o Store account details, including passwords securely
  o Be involved in monitoring and contributing to the account
  o Control the process for managing an account after the lead staff member has left the organisation (closing or transferring)

- **Staff**
  o Know the contents of and ensure that any use of social media is carried out in line with this and other relevant policies
  o Attending appropriate training
  o Regularly monitoring, updating and managing content he/she has posted via school accounts
  o Adding an appropriate disclaimer to personal accounts when naming Mougins School

Process for creating new accounts

Mougin School's community is encouraged to consider if a social media account will help them in their work, e.g. a history department Twitter account, or a "Friends of Mougins School" Facebook page. Anyone wishing to create such an account must present a business case to Mougins School Leadership Team which covers the following points:-

- The aim of the account
- The intended audience
- How the account will be promoted
- Who will run the account (at least two staff members should be named)
- Will the account be open or private/closed

Following consideration by the SLT an application will be approved or rejected. In all cases, the SLT must be satisfied that anyone running a social media account on behalf of Mougins School has read and understood this policy and received appropriate training. This also applies to anyone who is not directly employed by Mougins School, including volunteers or parents.

Monitoring

School accounts must be monitored regularly and frequently (preferably 7 days a week, including during holidays). Any comments, queries or complaints made through those accounts must be responded to within 24 hours (or on the next working day if received at a weekend) even if the response is only to acknowledge receipt. Regular monitoring and intervention is essential in case a situation arises where bullying or any other inappropriate behaviour arises on a school social media account.

Behaviour

- **Mougins School requires that all users using social media adhere to the standard of behaviour as set out in this policy and by our school values**
- **Digital communications by staff must be professional and respectful at all times and in accordance with this policy**. Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about staff. School social media accounts must not be used for personal gain. Staff must ensure that confidentiality is maintained on social media even after they leave the employment of Mougins School.
- Users must declare who they are in social media posts or accounts. Anonymous posts are discouraged in relation to school activity.
- If a journalist makes contact about posts made using social media, staff must follow Mougins School media policy before responding.
- Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by Mougins School and will be reported as soon as possible to a relevant senior member of staff, and escalated where appropriate.

- The use of social media by staff while at work may be monitored, in line with school policies. *Mougins School permits reasonable and appropriate access to private social media sites. However, where excessive use is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken*
- Mougins School will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, Mougins School will deal with the matter internally. Where conduct is considered illegal, Mougins School will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary policy.

Legal considerations

- **Users of social media should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing.**
- **Users must ensure that their use of social media does not infringe upon relevant data protection laws, or breach confidentiality.**

Handling abuse

- When acting on behalf of Mougins School, handle offensive comments swiftly and with sensitivity.
- If a conversation turns and becomes offensive or unacceptable, school users should block, report or delete other users or their comments/posts and should inform the audience exactly why the action was taken
- If you feel that you or someone else is subject to abuse by colleagues through use of a social networking site, then this action must be reported using the agreed school protocols.

Tone

The tone of content published on social media should be appropriate to the audience, whilst retaining appropriate levels of professional standards. Keywords to consider when composing messages are:

- Engaging
- Conversational
- Informative
- Friendly (on certain platforms, e.g. Facebook)

Use of images

School use of images can be assumed to be acceptable, providing the following guidelines are strictly adhered to.

- **Permission to use any photos or video recordings should be sought in line with Mougins School's digital and video images policy**. If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.
- **Under no circumstances should staff share or upload student pictures online other than via school owned social media accounts**
- Staff should exercise their professional judgement about whether an image is appropriate to share on school social media accounts. Students should be appropriately dressed, not be subject to ridicule and must not be on any school list of children whose images must not be published.
- If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.

Personal use

- **Staff**
  - o Staff are not permitted to follow or engage with current or prior students of Mougins School on any personal social media network account.
  - o Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with Mougins School or impacts on Mougins School, it must be made clear that the member of staff is not communicating on behalf of Mougins School with an appropriate disclaimer. Such personal communications are within the scope of this policy.
  - o Personal communications which do not refer to or impact upon Mougins School are outside the scope of this policy.
  - o Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
  - o *Mougins School permits reasonable and appropriate access to private social media sites.*

- **Students**
  - o Students are not permitted to follow or engage with current or prior staff of Mougins School on any personal social media network account.
  - o Mougins School's education programme should enable the students to be safe and responsible users of social media.
  - o Students should not use social media during the school day unless requested to do so for reasonable educational purposes
  - o Students are expected to comment or post appropriately if doing so about Mougins School. Any offensive or inappropriate comments will be resolved by the use of Mougins School's behaviour policy

- **Parents/Carers**
  - o If parents/carers have access to a school learning platform where posting or commenting is enabled, parents/carers will be informed about acceptable use.
  - o Parents/Carers are encouraged to comment or post appropriately about Mougins School. In the event of any offensive or inappropriate comments being made, Mougins School will ask the parent/carer to remove the post and invite them to discuss the issues in person. If necessary, refer parents to Mougins School's complaints procedures.

Monitoring posts about Mougins School

- As part of active social media engagement, it is considered good practice to proactively monitor the Internet for public postings about Mougins School.
- If required Mougins School leadership will effectively respond to social media comments made by others.

Managing your personal use of Social Media:

- "Nothing" on social media is truly private
- Social media can blur the lines between your professional and private life. Don't use Mougins School logo and/or branding on personal accounts
- Check your settings regularly and test your privacy
- Keep an eye on your digital footprint
- Keep your personal information private
- Regularly review your connections – keep them to those you want to be connected to
- When posting online consider; Scale, Audience and Permanency of what you post
- If you want to criticise, do it politely.
- Take control of your images – do you want to be tagged in an image? What would children or parents say about you if they could see your images?
- Know how to report a problem

Managing school social media accounts

The Do's

- Check with a senior leader before publishing content that may have controversial implications for Mougins School
- Use a disclaimer when expressing personal views
- Make it clear who is posting content
- Use an appropriate and professional tone
- Be respectful to all parties
- Ensure you have permission to 'share' other peoples' materials and acknowledge the author
- Express opinions but do so in a balanced and measured manner
- Think before responding to comments and, when in doubt, get a second opinion
- Seek advice and report any mistakes using Mougins School's reporting process
- Consider turning off tagging people in images where possible

The Do Nots

- Don't make comments, post content or link to materials that will bring Mougins School into disrepute
- Don't publish confidential or commercially sensitive material
- Don't breach copyright, data protection or other relevant legislation
- Consider the appropriateness of content for any audience of school accounts, and don't link to, embed or add potentially inappropriate content
- Don't post derogatory, defamatory, offensive, harassing or discriminatory content
- Don't use social media to air internal grievances

Cyberbullying

Cyberbullying is understood as any action taken using electronic media to harass, upset, intimidate or otherwise cause harm to any individual. This includes posting comments, uploading images or videos without consent of the individuals featured.

At Mougins School we follow a strict zero tolerance policy regarding cyberbullying and any such actions will result in immediate investigation and appropriate sanctions given. Cyberbullying can include, but is not limited to, the items listed below:

- **Email / Attachments** : Sending harassing, threatening and / or menacing messages to targets either directly, anonymously or using another person's address or alias.
- **Instant Messaging (IM):** Harassing someone or having heated arguments (called 'flaming') in private chat rooms with the use of inappropriate / obscene language.
- **Chat Rooms :** Allowing students / others to anonymously write / create anything (true or untrue) or add cruel comments about someone in a world wide forum.
- **Short Text Messages (SMS):** Masquerading as someone else and using that person's mobile phone or computer to send harassing or threatening messages.
- **Websites / Social Networking sites:** Mocking, teasing and harassing online, or voting online for the 'ugliest'/ 'fattest' / 'dumbest' (etc.) person, or posting visuals that can be altered (including sexually explicit material).
- **Videos / Photos / Medias :** Posting or sending using any type of electronic communication system (*), photos, videos or any kind of files to harass, mock, insult or humiliate another person. (*) : Emails, SMS, Instant Messaging, blogs, Social Networks, Instagram, WhatsApp, wikis,...

[BEHAVIOUR POLICY](#)

Network Access and Use

All users who are provided by the Mougins School with access to computing devices, network resources, email accounts, G Suite accounts and the Internet must be aware that these are provided for educational and/or work-related functions. They are intended for the proper functioning of the Mougins School and the education of its students. Users with access to the Mougins School 's electronic resources have a responsibility to use them in an ethical and legal manner. Care must be exercised to avoid accessing website content which may be deemed offensive or objectionable to others. Illegal, unethical, falsified, defamatory, harassing or irresponsible communications are prohibited.

Mougins School reserves the right to monitor all activity on the Internet and may block access to any website, applications, services and resources at any time and without notice when it is deemed to be in the best interests of the Mougins School students or staff members. Users who wish to access a blocked site may make a request to the ICT Head.

E-Safety and School Reputation Management

Users commit themselves to accepting and abiding by the following code of practice:

- Realise that Mougins School has the fiduciary duty to block access to objectionable or otherwise inappropriate internet website content as part of its core mission of educating students. Web content filters are therefore an integral part of daily life at the Mougins School . While efforts can be made to unblock pedagogical content for staff, this will not always be possible and can never be made to the detriment of student safety.
- Make every reasonable effort to ensure students are properly supervised by a responsible adult when accessing Internet content.
- Evaluate websites fully before using them with students as part of any lesson.

When publishing web content, all users commit themselves to accepting and abiding by the following code of practice:

- Use to the greatest extent possible, of platforms and tools provided by the Mougins School. For exceptional cases whereby school platforms can demonstrably not respond to stated needs, publishing information on a 3rd-party platform may be considered as an acceptable alternative if it conforms to all of the below items.
- Use exclusively the platforms and tools provided by the Mougins School to publish any data related to students. In any case, information must be posted on an appropriately secured platform. In particular students' pictures, schedules and personal information may only be posted on password protected platforms.

- Any posted student's pictures or videos must conform to the "Parental Consent Form Photographs & Videos Online" signed by the parents every year and any other data-related Mougins School policies.
- In case of use of a 3rd-party platform, notify the ICT department of the existence of the external resource and supply the necessary credentials to access and review its content. Data posted on 3rd-party platforms must be made in a way that they cannot be identified or assimilated to an official Mougins School communication. Use of the Mougins School logo or corporate identity must be avoided.

PROTECTION OF PERSONAL DATA

The European regulation on personal data (GDPR) defines the conditions under which the processing of personal data can be carried out.

Mougins School has appointed a personal data protection manager. His mission is to ensure compliance with the legislation in force. Any creation or modification of a file containing personal data must be declared to him prior to its creation.

A register of all Mougins School personal data processing is kept up to date as operations are carried out. Moreover, the personal data protection policy is available to any person making the request and is available on your personal ENGAGE account. The personal data protection manager evaluates the relevance of the data collected, the final purpose of the file, the expected conservation periods, the recipients of the data, the means of informing the concerned persons and the security measures to be deployed to protect this data.

The school also ensures respect for the rights of individuals (right of access, deletion, rectification and opposition, etc.). In the event of difficulties encountered during the exercise of these rights, the persons concerned may contact the data protection manager whose contact details are given below: In any case, any breach of the data protection legislation will be reported to the officer, who can take all necessary measures to put an end to the unlawful treatment.

Compliance and Infringement

- Failure by students to meet the expectations set out above will be addressed through the use of the schools BEHAVIOUR POLICY
- Failure by school staff to meet the expectations set out above will be addressed through the use of the staff code of conduct and competency documents
- The School Director reserves the right to alert the relevant authorities if he / she notes activities that are illegal.

Authorisation

I understand that the Mougins School provides computer technology equipment, software, cloud based accounts / solutions (G Suite), and internet access for educational purposes only.

I have read, understood and agreed with the *"ICT Acceptable Use Policy"* .

Name :

Class :

Parent / Guardian / Legal representative Printed Name :