

## Internet Acceptable Use Policy 2021-2022

<b>Implemented:</b>	<b>September 2021</b>
<b>Next Review:</b>	<b>June 2022</b>

### Introduction

This Policy applies to all teachers, students, employees and contractors of the School.

Internet facilities for staff and students are provided primarily as a tool for facilitating learning in a 21<sup>st</sup> Century teaching environment. Used effectively, learning for both teacher and student becomes engaging and highly rewarding. Learning outcomes improve as students become highly motivated. Differentiation now becomes an integral part of personalised learning. Learning to learn is now a powerful way forward. The 21<sup>st</sup> Century classroom has 'no walls'.

This document sets out the security, administration and internal rules, which you should observe when communicating electronically or using the IT facilities provided by The Winchester School. You should familiarise yourself with the terms of this Policy in order to minimise potential damage to you, your colleagues, students and the School, which may arise as a result of misuse of email or Internet facilities.

### Responsibilities

- The Principal is responsible for ensuring the Internet Acceptable Use policy and procedures are implemented in school and for investigating any complaint in the first instance.
- Staff are responsible for adhering to the Internet Acceptable Use policy and for reporting any misuse to their direct line manager.

### Guidelines

1. You should structure your email in recognition of the fact that the School may from time to time have the need to examine its contents.
2. The School's computer network is a business and educational tool. You therefore, have a responsibility to use these resources in an appropriate, professional and lawful manner.
3. Staff must not invite students nor accept invitations from students to join their personal social networking websites such as Facebook. Such communication can be problematic and could be regarded as inappropriate under Child Safeguarding Guidelines.
4. Student and staff use of the school network for data storage and data backup is supplied to a user as a convenience only and is in no way a guarantee of data stored on the The Winchester School network. It is absolutely the responsibility of all users to backup their own data themselves on either removable optical media or other suitable methods – The Winchester School is in no way responsible for any loss or damage of user data stored and or used on its network.
5. Use school approved educational websites and portals for educational purpose only as directed by teachers.



6. Do not use the data of another user or attempt to log into the network with a user name or password of another student.
7. Do not try to download unauthorized programs, including games etc. onto the school system.
8. Do not take photographs or videos unless it is approved and supervised by a teacher for a school activity. Take prior permission of the students involved before publishing the photos or videos as per the official consent given by the parents.
9. Be respectful in how you communicate with others online and never write or participate in online bullying (this includes forwarding messages, short message service, email, social networking sites and supporting others in harmful, inappropriate or hurtful ways). Never use photos, videos and recorded sound as a tools for bullying.
10. Email correspondence should be treated in the same way as any other correspondence, such as a letter or a fax. That is, as a permanent written record that may be read by persons other than the addressee and which could result in personal or the School's liability.
11. You and/or the School may be liable for what you say in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
12. You should never use the Internet or email for the following purposes:
  - To abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
  - To send or receive obscene or pornographic material;
  - To injure the reputation of the School or in a manner that may cause embarrassment to your employer;
  - To spam or mass mail or to send or receive chain mail;
  - To infringe the copyright or other intellectual property rights of another person; or
  - To perform any other unlawful or inappropriate act.
8. Email content that may seem harmless to you, may in fact be highly offensive to someone else. You should be aware, therefore, that in determining whether an email falls within any of the categories listed above, or is generally inappropriate, the School will consider the response and sensitivities of the recipient of an email rather than the intention of the sender.
9. Comments that are not appropriate in the workplace or school environment will also be inappropriate when sent by email. Email messages can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.
10. You should be aware that use of the School's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for the purposes referred to in paragraph 12 of this policy, could give rise to disciplinary action, including termination of an employee's contract.

### **Monitoring and Review**

This policy has been discussed and agreed by The Winchester School staff and leadership team for implementation. It is reviewed annually.

Signed :

*Meenakshi*

Date : June 2021