# ICT Acceptable Use Policy

1. **Purpose of this policy**

   a. To keep the entire Haileybury community safe and well.

   b. To preserve the reputation of Haileybury and its community.

   c. To highlight the power of technology for learning and collaboration.

   This policy therefore applies equally to all members of the Haileybury community: pupils, staff, and residents.

2. **Definitions**

   a. In this policy the term 'device' refers to any electronic tool used within the School.

   b. Usually such devices will be connected to a network of some sort - for example the school wireless or cabled network. The devices may be owned by the School, or may be personal devices, and it is possible that they are not connected to our network - for example they connect to the internet via 4G/5G. They may not connect to any network in an obvious way - such as a digital camera, or a USB stick or external hard drive.

   c. 'Cloud services' are systems such as G Suite, Zoom, Notability or one of the many other school managed online services.

   d. 'Social media' refers to communication applications, websites or platforms that are used for text or instant messaging, or posting messages, status updates, videos, animations or photographs. This can include 'closed' social media groups such as WhatsApp or Signal.

3. **Acceptable use**

   a. Acceptable use of the Haileybury School network equates to conducting ourselves - at all times - in the following ways:

      i. Safe

      ii. Legal

      iii. Careful

      iv. Ethical

      v. Mindful of the Haileybury community

   b. In a busy boarding school, there are times when you will be permitted to use electronic devices for personal reasons - reasons that are not educationally valid or work-related. This is of course acceptable when you are not required to be engaged in school-related tasks, during designated school hours, on the understanding that you are following the guidance above.

   c. Situations when you use electronic devices for personal reasons will vary - for example after the school day has ended; when in your homes during non-contact times; when off site such as travelling to/from a fixture, or you may need to use a device where permitted for an essential personal reason during school or work time. The bullet points above apply at all of these times.

4. **Unacceptable use**

   a. We consider unacceptable use to be viewing, posting or commenting on content that falls under the following categories:

      i. Unsafe - examples:

- Visiting sites which appear to be legitimate but which on reflection are fake, and are attempting to ensnare you into sharing highly personal information

- Use of a VPN or proxy server to connect with other networks - the Haileybury firewall and protection systems are designed to keep you safe. Attempting to use a VPN to bypass these is therefore something that is potentially unsafe

ii.   Illegal - examples:

- Copyright infringement

- Fraud

- Radicalisation

- Sending abusive, offensive or harassing material to or about others (typically referred to as 'cyber bullying') - for example via Social Media - this includes any material which is abusive on the grounds of race, nationality, ethnicity, religion, belief, gender, sexuality, age or disability

- Attempting to hack into networks

- Posting or sharing false material about another person or organisation

iii.   Careless - examples:

- Posting or sharing material about another organisation or individual which may not be true

- Commenting on a situation in a way which could easily be misinterpreted - such as using sarcasm on a sensitive topic in Twitter or Instagram

- Staff connecting with pupils via electronic means, such as personal email accounts, messages or social media, and vice versa - this can potentially blur the professional boundary between staff and pupils

iv.   Unethical - examples:

- Viewing obscene, inflammatory or pornographic content - this might also be illegal, depending on the content

- Failing to consider the needs of others in the way that you are using the Haileybury network

v.   Oblivious to the needs of the Haileybury community - examples:

- Posting content that might impact negatively on the Haileybury community, such as unkind comments about other schools in a WhatsApp group, or which might bring the name of the School into disrepute

- Disclosing personal information about others in public without their consent

## 5.   Monitoring

a.   Our School does all that it reasonably can do in order to keep every member of our community safe. For this reason we deploy software which monitors use of our network, and filters out content that is potentially harmful, unethical or illegal.

b.   If you use school-supplied software or hardware, then we are able to monitor the use of that - for example a school iPad, or access to Gmail. We can monitor the use of school-supplied software, such as Gmail, even if you use it outside of the school network, such as in a different location, or over a mobile phone network. Please be mindful that, if you are connecting to networks via other means, such as 4G or 5G mobile phone networks, you are still a member of the Haileybury community, and we still expect you to conduct

yourself in a safe, legal, careful and ethical manner, and to be mindful of the needs of the wider Haileybury community. Further note that, if you are signed in to your @haileybury.com gmail account, we are able to monitor your activities on connected software services such as YouTube or google searches, even if you are on a different network and in a different location. You can of course sign out of your Haileybury domain on your personal device, and we would not be able to nor wish to monitor your activities using an account other than a Haileybury-provided one. Please note that the majority of data relating to pupils in schools is considered to be either 'personal' or 'sensitive', under Data Protection law. How we handle such data is dealt with further in our Data Protection Policy.

**6.   Good practice**

We require users to:

a.   Create a password that is both memorable for the user and complex enough not to be guessed easily.

b.   Avoid sharing their password with anybody else - this could lead to a potential security breach.

c.   Ensure that they log off from computers that are easily accessible to other people.

d.   Do not share personal devices with other people, or at the very least avoid being signed in to a device that is shared with somebody else.

e.   If you need to report violations of this policy - remembering that the purpose of this policy is to protect people - then please get in touch with Mr. Stephen Trask or Dr. Laura Pugsley.

f.   Equally, if you are unsure about anything relating to safe or acceptable use of devices within Haileybury, then please get in touch with Mr. Stephen Trask or Dr. Laura Pugsley.

**7.   Sanctions**

a.   Our aim is to take a firm but practical approach to dealing with breaches of this policy.

b.   In some circumstances you might require support and guidance because you have inadvertently stumbled into a situation that you find difficult to extract yourself from.

c.   In other circumstances you might have breached this policy due to carelessness, or worse if your actions are deliberate.

d.   Sanctions following a breach of this policy will be at the discretion of the Master, in line with our School Behaviour, Rewards and Sanctions Policy (for pupils) or our Disciplinary Procedures (for staff).

**8.   Confirmation of Understanding**

"I confirm that I have read and understand the School's ICT Acceptable Use Policy and agree to adhere to it. I understand that a breach of this policy could result in disciplinary action under the School's relevant policies and procedures."

Please follow the link below to digitally sign this policy according to the above statement:

**Click here to sign**

| Version history | | |
|---|---|---|
| **Date** | **Reviewed by** | **Notes** |
| November 2021 | SLT | New policy introduced |
| February 2022 | Governors' Safeguarding and Wellbeing Committee | Reviewed and approved |
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