Use of Information Technology Network Policy

Policy number	BS034
Applies to	Whole School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	January 2018
Next review	March 2021

Acceptable Use Policy (AUP)

All pupils and staff are encouraged to make appropriate use of computer technology in the course of their work at Bedford School, and may also make reasonable use of the system for personal and recreational purposes outside School time.

The Purpose of this Policy Statement

The use of ICT facilities depends on all users behaving in a trustworthy and considerate manner. All users ought to be able to have confidence that their computer files will not be deleted, modified or accessed by unauthorised people, and that their use of the system will not be hampered by inconsiderate use by others.

The Policy

All use of the ICT system is governed by the School Rules and Policies, and the Staff Handbook and Policies for Staff.

All users are allocated a UserID and password when they join the school, and this must be kept secret. No one may log on to the system using someone else's UserID, nor attempt to find other people's passwords. Users, particularly Staff, need to be aware of the potential dangers of any lapses of proper security measures.

Users must not modify School computers or the network system by tampering with hardware, changing system settings, or introducing undesirable software. In some cases this may be illegal.

The School filters access to undesirable material through the School network. Users must not attempt to bypass this or other security measures in place.

No one may seek out, store on the computer system, nor transmit to other users, material that might be deemed inappropriate or offensive. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which the School believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Head Master whilst allegations of unsuitable use are investigated by the School.

All users should be aware that use of the system can be monitored by the School should it be suspected that the system is being misused. The School also has the right of access to all files stored on the system including personal emails, and users should be aware that deleting a file or email may not remove it completely from the system.

Anyone making wasteful or inappropriate use of resources may be charged for them, or restricted from using the facilities.