



## Acceptable Use Policy: Responsible Use of ICT Facilities and the Internet

### Introduction

This Acceptable Use Policy (AUP) is designed to protect all parties involved: students, staff, and St John Bosco Arts College.

ICT resources are provided and managed by the College to assist staff in their professional duties.

### College's Rights

#### The College reserves the right to:

- Examine or delete any files stored on the College's ICT network.
- Monitor and filter all internet and online activities.
- Monitor the use of all College devices.
- Review any email messages passing through or saved on the network.
- In addition, the College will ensure that all our systems comply with the General Data Protection Regulation (GDPR).

### User Responsibilities

- Access to the College's ICT facilities is a privilege, not a right. Abuse of this privilege will result in immediate exclusion from using these facilities, and further sanctions will be applied following the College's disciplinary procedures.
- Staff wishing to use these facilities must read and sign this AUP Declaration.

### General Rules

- Access should only be made via the authorised login and password, which should not be shared and must be changed regularly.
- Staff must adhere to the 'Use of Social Media' policy at all times.
- Actions that threaten the ICT network's integrity or that attack or corrupt other systems are strictly forbidden.
- The College accepts no liability for damage caused by computer viruses originating from external sources.
- Access to other staff members' files and services is only permitted with prior approval from either the staff member concerned or the Headteacher.

### Acceptable Use

- Inappropriate material, including but not limited to pornographic, racist, or offensive material, should never be accessed or stored.
- Downloading or uploading non-educational material like games, music, videos, or wallpapers is not allowed.
- Internet usage must align with professional responsibilities, and personal use of social media is not permitted.
- Users are accountable for all emails sent from their accounts and for any resulting correspondence.
- The ICT facilities should not be used for personal financial gain, gambling, political activities, or advertising.

### Security Measures

- Staff must not access the college email system on personal devices.
- Use of memory sticks wither encrypted or unencrypted is not allowed.
- Confidential details like home addresses, phone numbers, or financial information must not be disclosed online.

### Reporting Concerns

If you have any e-safety concerns regarding a member of staff or a student, report this immediately to a member of the safeguarding team or your line manager.



## ST JOHN BOSCO ARTS COLLEGE

### **Policy Review and Amendments**

The College reserves the right to review and amend this AUP. Any changes will be communicated to all staff.

### **Acceptable Use Declaration**

I have read, understood, and agree to abide by the College's Acceptable Use Policy and the 'Use of Social Media' policy.

If I violate these policies, I understand that I may face disciplinary action.

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_