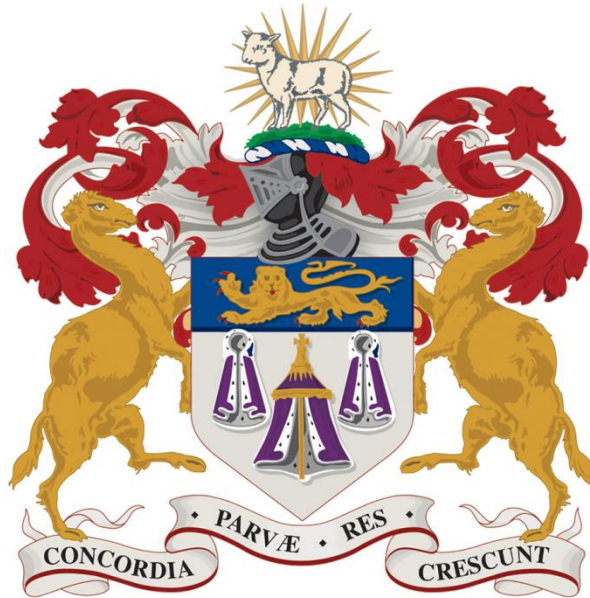


2019



**MERCHANT TAYLORS'
OXFORDSHIRE
ACADEMY TRUST**

COMPUTER USE POLICY

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Computer Use Policy

1. Purpose

1. To facilitate education, training and research, Merchant Taylor Oxfordshire Academy Trust's ICT Facilities makes available to all staff and students (hereafter referred to as users) one or more forms of electronic media and services, including computers, E-Mail, telephones, voicemail, online services, intranet and the Internet.
2. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information to assist in learning. However, all users should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support education and learning. All users have the responsibility to use these resources in a professional, ethical, responsible and lawful manner.
3. To ensure that all users are responsible, the following guidelines have been established for using ICT resources. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Merchant Taylor Oxfordshire Academy Trust's philosophy and set forth general principles for using electronic media and services.

2. Prohibited Communications

4. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
 - a. Discriminatory or harassing
 - b. Derogatory to any individual or group
 - c. Obscene, sexually explicit or pornographic
 - d. Defamatory or threatening
 - e. In violation of any license governing the use of software; or
 - f. Engaged in for any purpose that is illegal or contrary to Wallingford School's general policy guidelines.
5. No attempt must be made to bypass proxy or content filters. Any attempt will be perceived as an attempt to mask your identity and/or access of inappropriate content.

3. Personal Use

6. The ICT resources provided by Merchant Taylor Oxfordshire Academy Trust's ICT Facilities are solely to assist staff in their teaching of the curriculum and students to aid their learning. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-educational purposes is understandable and acceptable, and all such use should be in a manner that does not negatively affect the systems used for their educational purposes. However, all users are expected to demonstrate a sense of responsibility and not abuse this privilege.

4. Access To User Communications

7. Generally, electronic information created and/or communicated by staff and students using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the School. However, the following conditions should be noted:

Merchant Taylor Oxfordshire Academy Trust's ICT Facilities does routinely gather logs for most electronic activities and monitor user's communications directly, e.g., telephone numbers dialled, call length, and time at which calls are made, internet sites accessed, e-mails sent, desktop printing, etc., for the following purposes:

- a. Cost analysis
- b. Resource allocation
- c. Optimum technical management of information resources; and
- d. Detecting patterns of use that indicate users are violating School policies or engaging in illegal activities.

8. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities may seek the Headteacher's permission, to review any member of staff's or student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with this policy, the Data Protection Act 1998, Computer Misuse Act 1990, other school policies and the law.

9. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities may seek the Headteacher's permission to view and/or copy any user files stored on a network resource.

10. Under the legal delegation from Parents/Guardians to Teaching Staff, Merchant Taylor Oxfordshire Academy Trust's ICT Facilities reserves the right to pass a student's files stored on a network device to a member Merchant Taylor Oxfordshire Academy Trust's

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Teaching Staff, so far as is necessary for the student's welfare and so far as is reasonable to maintain discipline, both in the interests of the school as a whole and of the individual student.

11. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities will not pass a staff member's file(s) onto a third party (employed by Wallingford School, or not) without the express consent of the Head Teacher, or the user in question.
12. Users should not assume electronic communications are completely private. Accordingly, if they have private sensitive information to transmit, they should use other means than school equipment.

5. Software

13. To prevent computer viruses from being transmitted through the School's computer system, downloading of any unauthorized software is strictly prohibited. Only software registered through Merchant Taylor Oxfordshire Academy Trust's ICT Facilities may be downloaded. Staff should contact the ICT Facilities Department if they have any questions.
14. Issued hardware is generally provided with a Microsoft Windows operating system and Microsoft Office as standard. A varying selection of open source software is also provided to aid computer use. Software pertinent to each user's curriculum area may also be installed.
15. Software on trial (i.e. shareware and evaluation copies) may be needed to assess suitability and can be installed by ICT Facilities if requested.
16. Users may install software on their issued laptops, provided that they feel confident in doing so. If this is not the case, then the user should seek the assistance of Merchant Taylor Oxfordshire Academy Trust's ICT Facilities.
17. All installations follow strict licensing requirements set by the manufacturer. The user undertakes not to infringe any copyright in documentation and/or software license. Failure to do so will result in the revoking of access to the network and the return of any School issued hardware.

6. School Issued Hardware

18. Any laptop issued to a member of staff will allow access to certain controlled resources at Merchant Taylor Oxfordshire Academy Trust's ICT Facilities.

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19. A laptop issued to a member of staff may also serve as a 'stand-alone' unit for use off school premises. Full administrative access is granted for this 'local' account enabling the install of licensed software as well as hardware drivers. Any problems caused by personal installations which cannot be easily resolved will result in the computer being reconfigured to the state in which it was first allocated which may result in a loss of data. Security privileges may be restricted so no further changes can be made
20. Any laptop issued by Merchant Taylor Oxfordshire Academy Trust's ICT Facilities may be used for personal use, in line with these guidelines. Staff may use school issued equipment at home for official school purposes. There must be no sensitive information held on the laptop as this can be, potentially, publicly available on a network or if the computer is stolen.
21. Any School issued hardware must not be used for any commercial purposes.
22. The hardware remains the property of Merchant Taylor Oxfordshire Academy Trust's ICT Facilities at all times.
23. School issued hardware may be connected to personal Internet connections when used offsite from the school premises. ISP's are at the choice and expense of the user.
24. Any staff member's duty of care extends to ICT equipment. The school will insure school any issued hardware against loss, damage and third party liability as it is regarded as essential for work. The insurance will be valid for use of the hardware at work, at home and journeys between home and work providing the hardware is under the user's control. Usually an unattended computer is not insured. If it is left in a car it is not generally insured unless it is locked in a boot.
25. Loss or damage must be reported immediately. If there is an excess charge on an insurance claim, the school reserves the right to ask for a contribution from the member of staff to whom the hardware is allocated which could, in certain circumstances, be for the full replacement cost of the hardware. This would be likely to happen if reasonable precautions to protect the hardware had not been taken.
26. Any issued hardware must be returned to the Merchant Taylor Oxfordshire Academy Trust's ICT Facilities Department before employment ends as defined by their terms of employment.

7. Security and Appropriate Use

27. Staff and students must respect the confidentiality of other individuals' electronic communications. Users are prohibited from engaging in, or attempting to engage in:
- Monitoring or intercepting the files or electronic communications of other users or third parties
 - Hacking or obtaining access to systems or accounts they are not authorized to use
 - Using other user's logins or passwords; and
 - Breaching, testing, or monitoring computer or network security measures.
28. No e-mail or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.
29. No attempt to bypass or disable content filters must be made.
30. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
31. Anyone obtaining electronic access to other individuals materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
32. Any software and/or hard copy of data or information which is not provided or generated by the user personally and which may become available through the use of computing or communications resources shall not be copied or used without permission of the School, or the provider of the software.
33. The user undertakes not to infringe any copyright in documentation and/or software. The Copyright, Designs and Patents Act 1998 gives copyright owners the right to bring civil proceedings for infringement and makes certain infringements of copyright criminal offenses.
34. Software and/or information provided by the School may only be used as part of the user's duties as a member of the School or for educational purposes. The user agrees to abide by all the licensing agreements for software entered into by the school with other parties.

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35. Anti-virus software is installed on all issued hardware and will be automatically updated at regular intervals. When onsite at Merchant Taylor Oxfordshire Academy Trust's school, this update will be from a Merchant Taylor Oxfordshire Academy Trust's ICT Facilities server. If offsite (i.e. at home) this update will be via the Internet directly from Sophos Plc. It is the user's responsibility to ensure that connection is made at least weekly to either the Merchant Taylor Oxfordshire Academy Trust's ICT Facilities network or the Internet.
36. A sensible approach is required when using the Internet and e-mail to maintain system integrity as both represent a real threat. Any suspicious e-mail attachments or positively identified viruses must be reported to the Merchant Taylor Oxfordshire Academy Trust's ICT Facilities immediately.
37. All usernames for staff and students follow a standard naming convention. Please contact ICT Facilities if you have any queries.
38. Passwords may be reset by Merchant Taylor Oxfordshire Academy Trust's ICT Facilities without notice. Adequate notification to the user in question will be given if possible.
39. Your Domain password is of your choosing; however, the following conditions are enforced:
- Passwords must be at least 5 or more characters long;
 - Passwords cannot be older than 60 days;
 - Passwords cannot be changed sooner than 24 hours; and
 - Passwords cannot repeat within 24 changes.
40. You will be notified that you are required to change your password 5 days before it expires. After this, you will be required to change your password to continue to use network resources.
41. Do not disclose your password to anyone; the user is responsible and accountable for ALL activities carried out under their username. After logging on, users must not leave their computer unattended without logging off.

8. Encryption

42. Staff and students may not use personal encryption software/hardware for purposes of restricting access to information on the Schools network.

43. Staff may use School provided encryption software/hardware providing ICT Facilities have a copy of any key(s) required to decrypt the data.

9. Participation in Online Forums

44. Staff and students should remember that any messages or information sent on School-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, blogs and online services—are statements identifiable and attributable to Merchant Taylor Oxfordshire Academy Trust.

45. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities recognizes that participation in some forums might be important to the performance of a member of staff or a students learning. For instance, an employee might find the answer to a question by consulting members of a news group devoted to the curriculum area.

46. All users, staff or student, are strongly recommended not to disclose personally-identifying information, potential or actual, to a public network. This includes webpages, blog posts, social networks or other Internet media.

47. Merchant Taylor Oxfordshire Academy Trust may request any inappropriate or personally identifiable information published by you, to a public network, be removed immediately.

48. Any personally identifiable information published to a School managed service may be removed by ICT Facilities without notice.

10. Data Backup

49. Merchant Taylor Oxfordshire Academy Trust's ICT Facilities regularly perform a backup of network data. Any data stored in your home folder or on the 'School Portal' is backed up several times. Some of these backups are encrypted and taken offsite in the event of emergency disaster recovery.

50. You are responsible for your local data on issued hardware. You should ensure that you carry out a backup of all your data regularly. In the event of a hardware failure or problem, it may be necessary to format or overwrite the hard disk, which will result in the total loss of all local data.

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51. A home directory has been provided for your use on the network for School related files. This data is backed up frequently. Please note that data of a personal nature should not be stored in your home directory.

11. Personal/External Equipment

52. No equipment must be attached to the network without the prior consent, and under the supervision of Merchant Taylor Oxfordshire Academy Trust's ICT Facilities.

53. No person shall jeopardize the integrity, performance or reliability of the computer equipment, network, software and other stored information. In this code, "software" is taken to comprise programs, routines, procedures and their associated documentation, which can be implemented on a computer system, including personal computers, workstations and other hardware.

54. The integrity of the school's computer systems is jeopardised if users do not take adequate precautions against malicious software (e.g. computer virus programs). Users should be aware that e-mail attachments may carry viruses and so if they are in any doubt they must not open the e-mail.

55. Staff who are authorised to disclose data (in storage or transit) are themselves subject to strict ethical standards as a condition of their employment in the United Kingdom.

56. A condition of connectivity is therefore the users consent to the removal of any anti-virus product and the installation of the school's preferred anti-virus application on the user's personal equipment. Please contact ICT Facilities for more information.

12. Violations

57. Any member of staff or student who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of Internet access, computer access, legal action, and criminal liability.

58. The user undertakes not to use any School computing or network resources to make use of or publish material that is obscene, libellous or defamatory or in violation of any right of any third party.

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59. The user undertakes to comply with the provisions of the Computer Misuse Act (1990), Criminal Justice and Public Order Act (1994), the Data Protection Act (1998) and other relevant statutes. If further advice is required, the ICT Facilities Manager should be contacted.

60. The user must not undertake any actions that bring the name of the School into disrepute.

13. WSnet Central

61. WSnet Central is a Virtual Private Network (VPN) service provided by Merchant Taylor Oxfordshire Academy Trust's ICT Facilities department. It allows access to school resources (SIMS, home directory etc) from home or other external locations.

62. Users' equipment is their own responsibility and its configuration is outside of our control.

63. Wallingford Schools Academy ICT Facilities department will give support to the installation on a reasonable endeavours basis by providing guidance notes. However, we:

- a) Cannot accept calls regarding the individual setup and configuration of users' ICT equipment.
- b) Cannot accept any responsibility for problems that may arise as a result of installing the software as detailed in this document.
- c) Reserve the right to withdraw access if we feel that the facility is being misused by, for example, the introduction of viruses.
- d) Cannot guarantee the performance level of the facility.
- e) Will test the connection on our Broadband network to ensure WSnet Central access is working correctly.

64. Data Security

All data held on schools' systems and within the SIMS central system is the property of the school. The school is therefore required to ensure that the provisions of the Data Protection Act are observed with regard to that data and that staff observe the current ICT usage policy of the school.

65. Good Working Practices

- a. We are committed to making your system secure and reliable. To do this we need your help in observing good working practices. There are a few simple rules that we would like you to follow.

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- b. DO NOT write down passwords and leave them anywhere near your computer. If you must write them down – the best place to leave them is a locked safe.
- c. DO logout of SIMS when you are not using it – don't leave any application open when you leave your computer for any period of time.
- d. DO logout of the WSnet Central system when you are leaving your computer for any length of time

14. User Agreement

66. I have read, understood, and agree to comply with the foregoing policy, rules, and conditions governing the use of the school's computers, telecommunications equipment and services.

I understand that I have no expectation of privacy when I use any of the digital equipment or telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the school's digital services may subject me to disciplinary action, including termination of Internet access, computer access, legal action and criminal liability.

I further understand that my use of the E-Mail and Internet may reflect on the image of Merchant Taylor Oxfordshire Academy Trust, and that I have responsibility to maintain a positive representation of the School.

Furthermore, I understand that this policy can be amended at any time.

Signature: _____

Name: _____

Date: _____