

<b>Reference:</b>	<b>Status:</b>	<b>Adopted By:</b>	<b>Date:</b>	<b>Revision:</b>
BC/GEN/004	Approved	Bideford College	13 August 2015	004

# e-Safety Acceptable Use

## POLICY

### BIDEFORD COLLEGE

**The e-Safety Officer is Mrs Averill Jewell**

**The e-Safety Governor is Mrs Sheila Bloomfield**

This policy will be reviewed annually.

#### INTRODUCTION

New technologies have become integral to the lives of people in today's society, including within College. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff, volunteers and young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that College ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The College will try to ensure that staff, volunteers and young people will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff, volunteers and young people to agree to be responsible users.

Any e-Safety issue should be reported to the e-Safety Officer.

The Acceptable Use Policy Statement will be included as a link when logging into the College network and VLE. Users will be reminded that by logging into the said systems they agree to abide by this policy.

#### ACCEPTABLE USE POLICY STATEMENT

*When using College ICT systems, users will be reminded that by using the systems they agree to abide by the acceptable use policy. The following statement will be included on a link*

*when logging into College ICT systems (eg Network login, FROG login).*

I understand that I must use College ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

*For my own personal safety:*

- I understand that the College will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it to the e-Safety Officer or a member of the ICT team.

*I understand that everyone has equal rights to use technology as a resource and:*

- I understand that the College ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the College ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have express permission to do so.

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*I will act as I expect others to act toward me:*

- I will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- As a member of staff, I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg College website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I recognise that the College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:
- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in College if I have permission. I understand that, if I do use my own devices in College, I will follow the rules set out in this agreement, in the same way as if I was using College equipment. I will also follow any additional rules set by the College about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

*When using the internet for research or recreation, I recognise that:*

- I should ensure that I have permission to use the original work of others in my own work.

- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

*I understand that I am responsible for my actions, both in and out of College:*

- I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of College and where they involve my membership of the College community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action. This may include loss of access to the College network / internet, detentions, suspensions, contact with parents/carers and in the event of illegal activities involvement of the police.
- As a member of staff, I will only use chat and social networking sites in College in accordance with College policies.
- As a member of staff, I will only communicate with students and parents/carers using official College systems. Any such communication will be professional in tone and manner.
- As a member of staff, I will not engage in any online activity that may compromise my professional responsibilities.

#### **ASSOCIATED POLICIES/PROCEDURES**

DCC Policy for Employees and Adults Associated with Schools Using and Participating in Social Media.

e-Safety Policy

e-Safety Internet Filtering Policy

e-Safety Password Security Policy

e-Safety Personal Data Handling Policy

e-Safety Student Statement

#### **REVISION HISTORY**

004 e-Safety Officer (Jul15)

003 e-Safety Officer, add Student statement (Jun14); Reviewed- no change: (Apr15)

002 Review using SWGfL model Jan09 (Dec12)

001 Original document