



Chiltern Way Academy

Turning Futures Around

ICT Acceptable Use Policy

Responsibility for this policy: IT Manager

Responsibility for its review: CEO

Approved: 25.02.2021

Next Review Date: Spring 2022

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IT Acceptable Use Policy

What you may and may not do when you use Chiltern Way Academy's IT systems, and the consequences of breaking the rules.

Introduction

It is the responsibility of all users of the Chiltern Way Academy's IT systems to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

1.1 Purpose

This Acceptable Use Policy is intended to provide a framework for such use of the Academy's IT resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

1.2 Policy

This Acceptable Use Policy is taken to include the eSafe Acceptable Use Policy published by eSafe Global which monitors user behaviour in digital environments made available to young people by schools, colleges and local authorities . The Academy also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people from being drawn into terrorism.

1.3 Scope

Members of the Academy and all other users (staff, students, visitors, contractors and others) of the Academy's facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy. The Academy seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and partners of the Academy.

2 Unacceptable Use

a) Subject to exemptions defined in 2f), the Academy Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;

3. unsolicited “nuisance” emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Academy or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
9. material that brings the Academy into disrepute.

b) The Academy Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

1. intentionally wasting staff effort or other Academy resources;
2. corrupting, altering or destroying another User’s data without their consent;
3. disrupting the work of other Users or the correct functioning of the Academy Network; or
4. denying access to the Academy Network and its services to other users.
5. pursuance of commercial activities (even if in support of Academy business), subject to a range of exceptions. Contact DDaT to discuss your commercial need.

c) Any breach of industry good practice that is likely to damage the reputation of the Chiltern Way Academy network will also be regarded prima facie as unacceptable use of the Academy Network.

d) Where the Academy Network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the Academy Network.

e) Users shall not:

1. introduce data-interception, password-detecting or similar software or devices to the Academy’s Network;
2. seek to gain unauthorised access to restricted areas of the Academy’s Network;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

f) Exemptions from Unacceptable Use: There are a number of legitimate academic activities that may be carried out using Academy information systems that could be considered unacceptable use, as defined at 2a-e. For example, research involving defamatory, discriminatory or threatening material, the use of images which may depict violence, the study of hate crime, terrorism-related material or research into computer intrusion

techniques. In such circumstances, advice should be sought from the Academy's Senior Leadership Team, if potentially illegal material is involved and also if the material relates to the promotion of extremism/terrorism prior to the introduction of said material onto the Academy network.

Any potential research involving obscene or indecent material must always be discussed in advance with the appropriate Academy Head of Campus. If a member of the Academy community believes they may have encountered breaches of any of the above, they should also make this known to the appropriate Academy Head of Campus.

3 Consequences of Breach

In the event of a breach of this Acceptable Use Policy by a User the Academy may in its sole discretion:

- a) restrict or terminate a User's right to use the Academy Network;
- b) withdraw or remove any material uploaded by that User in contravention of this Policy;
or
- c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

In addition, where the User is also a member of the Academy community, the Academy may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its Charter, Statute, Ordinances and Regulations.

4 Other notes

Students are additionally reminded of the Student E-Safety Policy, particularly Appendix 1. 'Student Acceptable Use Contract'.

5 Definitions

Academy Network – all computing, telecommunication, and networking facilities provided by the Academy, with particular reference to all computing devices, either personal or Academy-owned, connected to systems and services supplied.

6 Document Control Information

Owner: Graham Silversides, Chiltern Way Academy IT Manager
Version Number: 2.0