The Magdalen Church of England / Methodist Primary School

ICT Safe Usage Policy

Review Date: September 2020

The Magdalen Primary School has the same expectations of appropriate behaviour from users on the school computer networks as in a classroom or around the school in general. Communications on the network are often public in nature, and can be accessed by third parties.

Within reason, freedom of speech and access to information will be honoured. During lessons, Teachers and Support Staff will be available to guide Students toward appropriate materials. Outside of lesson time users bear the same responsibility for their conduct as they exercise with information sources such as television, video, telephones, radio and other potentially offensive media.

The network is provided for users to conduct research and communicate with others to enhance and extend their education. Access to network services is given to users who agree to act in a considerate and responsible manner. The Magdalen Primary School reserved the right to vary the terms of this policy at any time without prior notice.

The Magdalen Primary School ICT Systems are always monitored and unacceptable usage will automatically alert the ICT and Teaching Staff as violations. Regular checks will carried out on network drives for inappropriate content. Violating this policy may result is loss of access as well as disciplinary or potential legal action. The Magdalen School reserves the right to post home to Parents/Guardians detailed printouts of inappropriate use; this will include screen prints of any violations. The list below is not definitive but general scenarios, the following are NOT permitted:

- Attempting to circumvent network security / attempting to access banned websites
- Sending or displaying offensive or potentially offensive messages or pictures
- Using games websites or playing on-line games
- Using obscene, rude or potentially offensive language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws and intentionally wasting limited resources
- Using a user identity and / or password not issued to you
- Trespassing in another user's folders, work or files
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Users should be aware E-mails are classed as written communication and are therefore subjected to the UK legislation regarding communications; these include copyright, fraudulent misrepresentation, wrongful discrimination, obscenity and defamation.

If you receive/see any content on the IT/E-mail Systems that are offensive, threatening, obscene or make you feel uncomfortable you must inform the ICT/Media Team immediately.

All users using the facilities provided are deemed to have read and accepted this policy and agree to abide by the terms of it. Users are reminded that access is a privilege – not a right and brings with it responsibilities. The attention of all users is drawn to the **Computer Misuse Act 1990**.