THE ROSEWOOD SCHOOL

Staff Responsible Mr D. Kirk Policy Date – September 2023 Review Date – September 2024



Acceptable Use Policy 2023-2024

**Acceptable Use Policy 2023 – 2024 for Staff**

1. In support of the Computer Use Policy, this addendum specifically governs the use of USB media known as Data/Memory Sticks or Pen/Flash Drives within the school and the data they contain.
2. The Computer Use Policy as outlined in the school ICT acceptable use policy specifically prohibits the use of any privately-owned equipment or media within the Rosewoods computer system. Therefore, **ONLY** Rosewood School owned equipment or media may be connected to our computer system or used to store the School data.
3. Confidentiality must always be maintained for all Person Identifiable Data (PID), which includes information about our pupils and staff. Ethical duties of confidence must be observed and extreme caution should be exercised where PID is being transferred electronically ensuring that all the data is fully encrypted to the required standard.
4. All passwords must be created in line with GDPR. The new General Data Protection Regulation (GDPR) which came into force in May 2018 does not outlaw the use of a simple username and static password system for accessing personal data, but [GDPR does state that data access procedures need to be secure](https://www.netsec.news/gdpr-password-policy/).
5. USB data devices should only be used on an exceptional basis where it is essential to store or temporarily transfer data, in accordance with the Computer Use Policy.
6. Any PID transferred to a USB data device must remain encrypted throughout its journey and must not be transferred to any other internal or external system in an unencrypted form.
7. Staff must note and accept that should their encryption password be forgotten by them, their USB Device allows for a new password to be created, but this will involve reformatting the device and thus a total loss of the data currently stored within it. The USB device must therefore not be used to keep data that is not backed-up securely in accordance with the Computer Use Policy. All USB drives contain a 256bit encryption algorithm which requires a password in order to unlock. If the password is incorrectly entered ten times the device will self-destruct resulting in permanent loss of data.
8. Rosewood School retains the right to withdraw a staff member’s ability to use USB data devices or any other Trust equipment or systems and initiate disciplinary action if any of the conditions of this acceptable use policy are violated.
9. Encryption software embedded into data devices must not be tampered with.
10. All USB data devices and the data they contain remain the property of the School. When a member of staff leaves the school, they are responsible for relocating any stored data appropriately and returning their empty USB data device to the ICT Co-ordinator for redistribution.
11. Any loss of a USB device potentially constitutes a serious breach of School and Government security and should immediately be reported to your line manager and recorded as an incident.
12. Data should always be removed from the USB media when no longer required
13. All USB sticks can be opened in read only mode which is recommended for use outside the school network. This method of data access will minimise the chance of malware/virus corrupting or compromising secure data.
14. **Amendment November 2021** – All staff have been required to change their password for school login in line with GDPR. RM have requested all passwords be at least 8 characters long, have a capital letter, a number and a symbol. If these requirement have not been met login will be unsuccessful.
15. All information held on pupils must be done so in line with GDPR, must not be held longer than needed and not duplicated unless you can evidence it is required.

**Acceptable Use for Policy Pupils**

The computer systems within school are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school’s Internet Access Policies have been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete files that may be held on its computer systems or to monitor any Internet site visited.

Students wishing to use the Internet should sign a copy of this Acceptable Internet Use statement and return it to the ICT manager for approval.

1. All Internet activity should be appropriate to the student’s education
2. Access should only be made via the authorised account and password, which should not be made available to any other person
3. Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden
4. Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system.
5. When using the internet including a ‘chat room’ facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission

* Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
* Use for personal financial gain, gambling, political purposes or advertising is forbidden

1. Copyright of materials must be respected
2. Posting anonymous messages and forwarding chain letters is forbidden

1. As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
2. Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

1. If you find any site on the internet which you feel is inappropriate, report it immediately to an adult.

**Rosewood School Use of the Internet by Pupils Policy**

**Use of the Internet by Pupils**

As part of the Government drive to personalise learning and to support learning opportunities within the school, your child, will at appropriate times, be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet has become a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well-publicised concerns regarding access to material on the Internet that would be considered unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the school, in liaison with Dudley LA and Research Machines plc, is taking all reasonable steps to minimise a pupil’s access to unsuitable material.

These include:

* Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent, offensive and abusive material.
* Restricted access to ‘chat rooms’.
* The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult.
* Tracking mechanisms that enable the school to identify which Internet Sites have been visited and to monitor Internet access.
* Education of pupils as to the potential legal consequences of accessing certain types of material.

All users of school computer equipment are expected to abide by The Acceptable Use policy. Users not abiding by the policy may have their right to use the systems withdrawn. For some offences the Police or other authorities may have to be involved.

The school has developed an Internet Site that includes information about many aspects of school life. Within guidelines the school may publish pictures or work relating to your child. Please indicate on the attached form your willingness (or not) for any reference to your child to be included on the school Internet Site.

The school’s policy on the use of computers, including the use of the Internet is available for parents to inspect.

Awareness sessions regarding use of the Internet are run for parents please ask for details or visit our school website for access to National Online Safety resources.

All risk assessment and risk registers have been updated inline with new guidelines on filtering and monitoring 2023.