



DORSET HOUSE SCHOOL

ACCEPTABLE USE POLICY

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Approved by: Matt Thomas

1. SCOPE OF THIS POLICY

This policy applies to all members of the school community, including staff, pupils in Year 3 and above, and visitors. In this policy, 'staff' includes teaching and non-teaching staff, governors, and regular volunteers. 'Visitors' includes anyone else who comes to the school, including occasional volunteers.

2. ONLINE BEHAVIOUR

As a member of the school community you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community without permission.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact pupils or ex-pupils, and pupils should not attempt to discover or contact the personal email addresses or social media accounts of staff.

3. USING THE SCHOOL'S IT SYSTEMS

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

4. COMPLIANCE WITH RELATED SCHOOL POLICIES

You will ensure that you comply with the school's Online Safety Policy, Behaviour Policy, Bullying Policy, Data Protection Policy and Safeguarding Policy.



5. BREACHES OF THIS POLICY

A deliberate breach of this policy will be dealt with as a disciplinary matter using the school's usual procedures. In addition, a deliberate breach may result in the school restricting your access to school IT systems.

If you become aware of a breach of this policy or the Online Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online you should report it to a member of the Senior Management Team. Reports will be treated in confidence.

6. ACCEPTANCE OF THIS POLICY

Please confirm that you understand and accept this policy by signing below and returning the signed copy to the School Office

I understand and accept this Acceptable Use policy:

Name:

Signature:

Date:

[Name of parent/guardian:

Signature:

Date:]