



**Isle of Man  
Government**

*Reillys Ellan Vannin*



Department of Education, Sport and Culture  
*Rheynn Ynsee, Spoyrt as Cultoor*

# **ICT – Acceptable Use Policy**

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## **Preamble**

The purpose of this Policy is to provide a high level of e-safety for children, young people and staff using ICT whilst also facilitating a rich learning environment: it details the actions and behaviours that are required in order to maintain an e-safe environment.

It is vital that everyone understands the importance of maintaining e-safety, which should always be the over-riding consideration when decisions are taken relating to any aspect of ICT, portable electronic devices or the Internet. Regulation alone will not achieve an e-safe environment but technical restrictions and tools provide an important means by which e-safety can be encouraged and monitored within schools and youth projects. Under-pinning the policy is the belief that users are most likely to remain e-safe when they are appropriately educated about the threats that ICT and the Internet can pose.

## **Internet access**

Internet access is provided for the purposes of educational research, broadening cultural and geographic horizons, enriching and expanding communication and encouraging collaborative interaction between differently located groups. However, all Department of Education networks must be e-safe. In order for a network to be e-safe it must be:

- Filtered to prevent access to unacceptable [1] content that is remotely located;
- Equipped with identified activity-logging facilities;
- Accessible only to authorised users, at authorised times and for authorised purposes;
- Operated under agreed policies and procedures that are fully known to all users;
- Maintained in the configuration specified by the Department until and unless a formal request for change is approved.

It is expected that all of these criteria will be met whilst also allowing users to access and experience a variety of rich and valuable e-learning resources, but inappropriate [2] and illegal use of the Internet will result in a disciplinary procedure.

## **Departmental email**

Email is provided via the FirstClass system, to enable work related communication. Some personal use is acceptable, provided it is neither unacceptable [1] nor inappropriate [2]. Conferences within FirstClass are shared spaces and should be regarded as public. Under no circumstances should comments that could be construed as derogatory in any way be posted to these conferences. Staff are advised to include a footer to all emails such as that in appendix ii and abide by what it says. You should not send or forward confidential, personal, or sensitive work related information to non-worked related email accounts.

## **Departmental websites**

All school and youth project websites and other domains must include an area devoted to e-safety. This area must be;

- Highly visible
- Accessible from the front page
- Furnished with a link to appropriate online resources, which could include the CEOPs ThinkuKnow / Report Abuse areas or the IoM DEC website.

## Hardware

- Removable memory devices may be used to carry non-personal data only.
- Where laptops are set to use a screensaver after 7 minutes of inactivity, this setting must not be removed or altered.
- Where school or personal cameras are used to take pictures of pupils/students, the images must be removed from the camera as soon as possible and staff should avoid taking them off site. All images remain the property of the school.

## Additional information

### Legal Monitoring

Systems that continuously monitor uses of the IOM Department of Education's ICT facilities (hardware, networks and software) could potentially fall foul of legal restrictions relating to unauthorised interception, especially of personal information. For this reason, it is not permitted to send personal information using these facilities: if personal information is sent using the IOM Department of Education's facilities then the sender consents to all such information being monitored and indemnifies the Department against any repercussions arising from the transit and interception of that data. This requirement to provide consent is specifically included within all formats of the Acceptable Use Policy.

### Photographs of Children, Young People and Staff

Photographs of children, young people and staff must not be published without appropriate and specific consent. Consent must be provided on a form using the wording in appendix i. Please be aware, if consent is given for any media organisation to make use of images, these organisations will operate their own standards. However, in relation to school websites we would advise schools to follow UK practice, if you use a picture, only use the student's first name, if you use their full name, don't use the picture.

### Copyright Infringement

Users must not download or distribute copyrighted media files (including music, pictures and videos) for which they do not possess the appropriate license. It is unlikely that any user will be licensed to distribute (either by way of sharing or for gain) any commercial copyrighted media files. Such files should be neither stored nor distributed using the Department of Education's ICT hardware/facilities as this could lead to infringements of copyright law. These files also constitute an e-safety threat because they can contain inappropriate material. All school will have been provided with copyright guidelines when they received a copy of the licence.

*[1] Unacceptable content is defined as: - Pornographic, adult, tasteless or offensive material; violence, racism, extremist or hatred views; illegal drug taking, criminal skills or software/media piracy. (Taken from Becta's e-safety advice for Internet filtering in schools)*

*[2] Inappropriate uses are: - Bullying, unwanted contact and hacking.*

## **Additional E-safety Information for all**

Copies of the AUP are available from the Office or online.

As well as the rules that you have agreed to obey there are also some extra guidelines that will help to keep you safe online:

- Be very careful when you get emails or messages from people who you do not know. If you get unknown messages or emails these should usually be deleted. If however they cause offence, then don't keep them to yourself. Report this to a member of staff/line manager.
- You should not meet anybody who you only know from the Internet or by email. People who send you messages on the Internet may not be who they say they are. Always share a request to meet.
- Remember that everything you do on the Internet leaves a "digital footprint". If you post a silly picture of yourself or of somebody else on the Internet then it may be copied, changed and sent to other people far beyond your control and for a long time into the future.
- If you are not sure if something is unacceptable or inappropriate for viewing or sharing in your school/college/youth project then here is some useful advice. If a parent or teacher/youth worker/line manager tells you that it is unacceptable or inappropriate then you must not view or share it. If you are unsure then seek advice.
- Be very careful about discussing any aspect of the school/college/youth project community on external websites as this may lead to accusations of inappropriate behaviour that could result in result in a disciplinary procedure.
- Be especially careful when using social networking websites such as Facebook, Bebo and My Space at home (they are not currently allowed in schools) because these websites make it easy for people to pretend to be somebody else. Most social networking sites have age restrictions for example Facebook is set at 13, Bebo 13 and MySpace 14. You should not access sites if you are under that age restriction. Always set your privacy settings so that only your friends can see your profile and your wall.
- Reporting abuse. Many websites will show the report abuse symbol that takes you to the CEOP site. You should familiarise yourself with the symbol and how to access help if you ever feel threatened online.

## **Additional Guidelines for Staff to consider regarding Social Web Sites**

- It is strongly advised that staff should not have School parents as friends on Social Networking sites. Doing so could leave staff vulnerable to involvement by association in areas that could be deemed inappropriate. Please see below for further advice:  
[https://www2.sch.im/groups/ichome/wiki/0aaad/Social\\_Networking\\_Sites.html](https://www2.sch.im/groups/ichome/wiki/0aaad/Social_Networking_Sites.html)
- The use of external social networking sites to establish school/college/youth project communities can be very powerful. However, staff should not use their personal profile on such sites to achieve this. Staff wishing to make use of these sites for interaction with students should create a profile specifically for that purpose, i.e. a Facebook profile called School A Maths. Furthermore, the security of such sites, and any comments or materials posted on them, cannot be guaranteed and may leave staff open to accusations of inappropriate behaviour. Accessing of external social networking sites is not permitted from school/college premises for students, however, access is available to staff to enable the teaching of e-safety issues. Online school/college/youth project communities should be safely established within department resources.

## ICT Acceptable Use Policy

1. **These rules apply to all equipment.** I know that these rules will apply to me at all times when I am using either provided ICT equipment in school or at home, or my own ICT equipment within school, such as computers, cameras, scanners, software and networks.
2. **Take care when using equipment.** I will take care when I am using all ICT equipment. I will not deliberately or recklessly break or damage any ICT equipment provided to me and if anything gets broken then I will report it straight away.
3. **Ask before using your own ICT equipment.** I will not bring my own ICT equipment with me unless I have been given permission by a designated member of staff. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use it.
4. **Keep passwords safe.** I will always log on using my own user-name and password. I will not tell my login details to anybody else. I know that I will be responsible for everything that is done using my login details. If I think that somebody else knows and has used my login details then I will report it straight away so that my login details can be changed.
5. **Nothing is secret.** I realise that my use of both my own and provided ICT equipment will be monitored and that everything I do may be recorded whilst used on a Department network. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are of a criminal nature.
6. **Keep personal information safe.** I will not disclose any of my personal details to other people, or display any personal details on websites. (Personal details include telephone numbers, addresses and all types of personal financial information.) I agree that I will never pass on the personal details of another person without that person's permission.
7. **Understanding copyright.** If I am downloading music, video or images, I will check with staff that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law. I will not distribute works protected by intellectual property rights and will respect the rights, privacy and property of others.
8. **Educational uses only.** My use of ICT equipment will only be for educational uses, although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
9. **No hacking.** I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.
10. **Unacceptable or inappropriate material.** I agree that I will not try to view, send, upload or download material that is unacceptable or inappropriate for viewing. If I accidentally see any unacceptable or inappropriate material then I will immediately close (but not delete, in the case of emails) the material and tell a member of staff. I know I will not be held responsible if I view unacceptable or inappropriate material by accident and I realise that by reporting this I will help to improve the e-safety of my school/youth project. If I am in any doubt about the suitability of any material, or if any doubts are raised, then I will not (re)access the material. I will not access material that has been rated as unacceptable or inappropriate.
11. **Be polite.** Proper conduct and courtesy must be maintained at all times while using ICT as in any other form of communication. I agree that I will not harass, intimidate, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.
12. **Friends on Social Networking Sites.** School staff (using personal profiles) and students (excepting family members, at your own risk) should not be friends on social networking websites.

13. **Commercial activities.** I will not engage in any commercial activities for personal financial gain, political purposes or advertising.
  14. **Disrepute.** I will not bring the workplace in to disrepute or risk of litigation.
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1. **Applies to staff only.** I am aware of the appropriate data policies and agree that I am personally responsible for the security of all data that is in my possession. Any and all personal data that relates to any person and is stored or carried electronically by me will be encrypted where such facilities are made available to me.
  2. **Applies to staff only.** I will not deliberately attempt to access any websites, services, files or other resources that I am not authorised to access. I agree that I will display blocked websites, services and other resources to others only after I have fully assessed the materials and have found them to be entirely suitable for the intended audience.

I realise that any contravention of the rules set out in this document may result in a disciplinary procedure and even dismissal for staff. If I break any of these rules then my use of ICT in my school/youth project may be limited or completely stopped. My activities may also be reported to other people.

## Appendix I

I agree to the following use of photographs

- Photographs of my child being displayed in the school building along with their name.
- Photographs of my child being published on the school website or in a school publication, e.g. calendar, school brochure etc. I understand that in these situations my child's photograph maybe be accompanied by no more than their first name.
- Photographs of my child being published in the media (newspapers, radio station, magazines etc.), including the media's websites, as and when the occasion arises (i.e. school activity, individual/group success story). I understand that in these situations, my child's photograph may be accompanied by their full name if the media so wishes.

## Appendix II

**Warning:** This email message and any files transmitted with it are confidential and may be subject to legal privilege. You must not copy or deliver it to any other person or use the contents in any unauthorised manner without the express permission of the sender. If you are not the intended addressee of this email, please delete it and notify the sender as soon as possible.

**The information in this document can be provided in large print  
or in audio format on request.**

Department of Education, Sport and Culture  
Thie Slieau Whallian, St John's, Isle of Man, IM4 3AS  
Email: Admin.DESC@gov.im