



The Westleigh School Acceptable Use and ICT Policy

Summary

Please read the document carefully, sign and return. ONLY on return of signed policies, will students be given access to school computer equipment. If a student violates these provisions, access will be denied and the student will be subject to appropriate disciplinary action.

In order to use school computer equipment, you must agree to the school's Acceptable Use Policy (AUP). This document identifies the major areas of AUP, however the full copy is available to view on the school website or you can request it by contacting the school on 01942 202580.

It is not acceptable to use any school computer at school for any of the following:

- Offensive, obscene, pornographic or indecent material
- Material designed to cause annoyance, inconvenience, unnecessary anxiety, threats or the promotion of violence
- Defamatory or discriminatory material including religious or racial hatred
- Material protected by copyright
- Unsolicited commercial or advertising material
- Deliberate unauthorised access (hacking)
- Deliberately introducing a computer virus, corrupting/destroying data, disrupting the work of other users, tampering with hardware and software, installing/downloading software

There are a number of legal acts that are there to protect us. The information below gives a brief outline of the acts.

Criminal Justice and Public Order Act 1994 and Obscene Publications Act 1959

It is strictly forbidden to use school equipment for pornographic, obscene, racist, sexist, grossly offensive or violent activities.

The Copyright, Designs and Patents Act 1988

You must obtain permission from the owner before copying material or making use of it. You must also assume that all material on the Internet is subject to copyright unless a specific notice states otherwise.

Computer Misuse Act 1990

It is an offence to use hacking skills to commit crimes, including gaining unauthorised access to a computer or data, causing the computer to perform a function to access any programme or data held on any computer or altering data and software.

Data Protection Act 2018

You must gain permission from individuals before disclosing any personal information about them. Any information about others you disclose must be accurate, relevant, not excessive, kept up to date, not held for any longer than necessary and secure.

Defamation Act 1996

It is unlawful to make an untrue statement, published to a third party, which damages reputation or holds them up to hatred, ridicule or contempt. Facts must be accurate and verifiable.

Sexual/Racial/Disability Harassment

The Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995 make it an offence to discriminate on the grounds of sex, race or disability.

Malicious Communications Act 1988 Section 1

It is unlawful for a person to send to another person a letter or electronic communication which is either indecent, grossly offensive, threatening, false or believed to be false.

The Prevent Duty

The duty in the Counter-Terrorism and Security Act 2015 on specified authorities. In the exercise of their function to have due regard to the need to prevent people from being drawn into terrorism.

I have read and understood the Acceptable Use Policy and agree to use the school computer facilities within these guidelines.

Student Name: _____

Signed: _____ (Student)

Parent Name: _____

Signed: _____ (Parent/Carer)

Date: _____

**USE OF YOUR SON OR DAUGHTER'S WORK OR PHOTOGRAPH ON SOCIAL MEDIA/
Or SCHOOL PUBLICATIONS**

At The Westleigh School we take the issue of child protection very seriously and we would never knowingly publish an image of your son or daughter without your consent. It is therefore necessary to gain permission from parents and carers to publish students' work, their image, both photographic and video clips, on the school website and various publications and media connected with the school. Images and video clips will be used to celebrate the success of your son or daughter and the school and will not be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for any party involved.

Please complete and sign below to ensure our records are up-to-date.

I authorise for my son or daughter's work, their image, both photographic and video clips to be included on the school's website or in any publication and media connected with the school

Student Name : _____

Parent/Carer's Signature : _____

Date: _____

ON COMPLETION PLEASE RETURN TO YOUR FORM TUTOR OR THE PASTORAL HUB (E4)