IT Acceptable Use Policy – Students

1 **Introduction**

This policy sets out the requirements with which students must comply when using ArtsEd's IT and when otherwise using IT in connection with your study including:

1.1 ArtsEd's email and internet services;

1.2 the use of mobile technology on ArtsEd premises or otherwise whilst enrolled as a student at ArtsEd (including 3G / 4G or Bluetooth or other wireless technologies)

This policy also applies to your use of IT off school premises if the use involves Personal Information of any member of ArtsEd community or where the culture or reputation of ArtsEd are put at risk.

2 **IT Code of Conduct**

As a student of ArtsEd, you are required to act:

- in accordance with all ArtsEd regulations and policies
- within the law
- with respect for the dignity and rights of others, irrespective of their background
- with respect for the property of others and the proper use of ArtsEd facilities
- with regard to the health and safety of others
- with regard to ArtsEd's good reputation
- with honesty

3 **Failure to comply:** Failure to comply will constitute a disciplinary offence and will be dealt with under ArtsEd's disciplinary procedure.

4 **Property:** You should treat any property belonging to ArtsEd with respect and reasonable care and report any faults or breakages immediately to the IT Department. You should not use ArtsEd's computers or other IT resources unless you are competent to do so and should ask for training if you need it.

5 **Viruses and other malicious code:** You should be aware of the potential damage that can be caused by computer viruses and other malicious code. You must not use, introduce or operate any hardware, programmes or data (including computer games) or open suspicious emails without permission from the IT Department.

6 **Passwords:** The minimum specification for a password is 8 characters which must contain at least one capital letter, and one number or special character. The password cannot contain your name or part of your name. The minimum password specification is enforced by the network settings managed by the IT Administrator. Your password should not be disclosed to anyone else. In addition:

6.1 your password should be difficult to guess, for example, you could base your password on something memorable that no one else would know. You should

not use information which other people might know, or be able to find out, such as your address or your birthday;

6.2 you must not use a password which is used for another account. For example, you must not use your password for your private email address or online services for any school account;

6.3 passwords (and any other security credential you are issued with such as a key fob or USB drive) must be kept secure and confidential and must not be shared with, or given to, anyone else. Passwords should not be written down.

7 **Leaving workstations:** If you leave a workstation for any period of time you should log out of your ArtsEd profile to prevent others from accessing your personal information and to allow others to use the equipment.

8 **Concerns:** You have a duty to report any concerns about the use of IT at ArtsEd to the Finance Director. For example, if you have a concern about IT security or students accessing inappropriate material.

9 **Other policies:** This policy should be read alongside the following:

9.1 Student regulations;

9.2 internet policy;

9.3 data protection policy for Students;

9.4 information security policy.

Internet

10 **Downloading:** Downloading of any programme or file which is not specifically related to your course is strictly prohibited.

11 **Personal use:** ArtsEd permits the incidental use of the internet so long as it is kept to a minimum and does not prevent others from using IT equipment for purposes of study. Use must not interfere with your study commitments (or those of others). Personal use is a privilege and not a right. If ArtsEd discovers that excessive periods of time have been spent on the internet provided by ArtsEd or it has been used for inappropriate purposes (as described in section 12 below), either in or outside working hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Principal.

12 **Unsuitable material:** Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which ArtsEd believes is unsuitable is strictly prohibited and constitutes gross misconduct. This includes such use at any time on ArtsEd's network, or via 3G or 4G when on School premises or otherwise in the course of your study at ArtsEd and whether or not on an ArtsEd or personal device. Internet access may be withdrawn without notice at the discretion of the Principal whilst allegations of unsuitable use are investigated by ArtsEd.

We are obliged to monitor to fulfil our responsibilities with regard to UK law and our duties under the government's Prevent strategy.

13 **Contracts:** You are not permitted to enter into any contract or subscription on the internet (including through an App) on behalf ArtsEd, without specific permission from the Finance Director. This applies both to "free" and paid for contracts, subscriptions and Apps.

14 **Retention periods:** ArtsEd keeps a record of browsing histories for a period of up to six months.

Email

15 **Personal use:** ArtsEd permits the incidental use of its email systems to send personal emails as long as such use is kept to a minimum. Personal emails should be labelled "personal" in the subject header. Use must not interfere with your study commitments (or those of others). Personal use is a privilege and not a right. ArtsEd may monitor your use of the email system, please see paragraphs 23 to 27 below, and students should advise those they communicate with that such emails may be monitored. If ArtsEd discovers that you have breached these requirements, disciplinary action may be taken.

16 **Status:** Email should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. You should not include anything in an email which is not appropriate to be published generally.

17 **Inappropriate use:** Any email message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our equal opportunities policy), or defamatory is not permitted. Use of the email system in this way constitutes gross misconduct. ArtsEd will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate emails.

18 **Legal proceedings:** You should be aware that emails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.

19 **Jokes:** Trivial messages and jokes should not be sent or forwarded to the email system. They could cause ArtsEd's IT system to suffer delays and / or damage or could cause offence.

20 **Contracts:** You should not enter into any contractual commitments on behalf of ArtsEd with other organisations via email correspondence unless you have the prior authorisation of the Finance Director or Principal.

21 **Disclaimer:** All correspondence by email should contain ArtsEd's disclaimer.

22 **Data protection disclosures:** Subject to a number of limited exceptions, potentially all information about an individual may be disclosed should that individual make a subject access request under data protection legislation. There is no exemption for embarrassing information (for example, an exchange of emails containing gossip about the individual will usually be disclosable). **Students must be aware that anything they put in an email is potentially disclosable.**

Monitoring

23 ArtsEd regularly monitors and accesses its IT system for purposes connected with the operation of ArtsEd. ArtsEd IT system includes any hardware, software, email account, computer, device or telephone provided by ArtsEd or used for School business. Students should be aware that ArtsEd may monitor the contents of a communication (such as the contents of an email).

24 The purposes of such monitoring and accessing include:

24.1 to help ArtsEd with its day to day operations.

24.2 to check student compliance with ArtsEd's policies and procedures and to help ArtsEd fulfil its legal obligations. For example, to investigate allegations that a student has been using their email account to send abusive or inappropriate messages.

25 Monitoring may be carried out in response to a specific incident or concern.

26 ArtsEd also uses software which automatically monitors internet use (for example, it would raise an alert if a student attempted to access a blocked website).

27 The monitoring is carried out by the Designated Safeguarding Lead and Facilities Manager. If anything of concern is revealed as a result of such monitoring then this information may be shared with the Finance Director and this may result in disciplinary action. In exceptional circumstances concerns will need to be referred to external agencies such as the Police.

Social media

28 ArtsEd recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Snapchat and all other internet postings including blogs, wikis and other interactive websites. It is also a valuable educational tool.

29 **Purpose:** Keeping you safe online matters to us. We want you to get the most out of social media but we also have a duty to make you aware of risks and benefits of using it, including how to stay safe and protect your personal information. It is with this in mind that we have developed this policy. This includes our obligations under the Prevent Duty guidance for higher education institutions where we must pay 'due regard' to the need to prevent people from being drawn into terrorism.

30 **IT facilities:** The policy applies regardless of whether the social media is accessed using ArtsEd's IT facilities and equipment or your own personal devices.

31 **Personal use:** ArtsEd permits the incidental use of the internet and social media so long as it is kept to a minimum and takes place substantially out of normal study hours. Use must not interfere with your study commitments (or those of others). Personal use is a privilege and not a right. If ArtsEd discovers that excessive periods of time have been spent on the internet provided by ArtsEd either in or outside study hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Principal.

32 **Guiding principles:**

32.1 Think before you post: if you wouldn't say it to a person in a public place, don't say it online.

32.2 Don't rely on privacy settings – anyone who can see your content can download it, copy it, take a screen shot and then share it publicly.

SOCIAL MEDIA CONTACT WITH HE STAFF

32.3 If you are "Friends" with, "Follow", have "Followers", or connect with staff on any social media or any other interactive network, you should be mindful of the content and intention of posts, shares, comments or private messages.

SOCIAL MEDIA CONTACT WITH DAY SCHOOL AND SIXTH FORM PUPILS

32.4 Students should not be "Friends" with, "Followers" of, or connect with Day School or 6th form pupils on any social media or other interactive network.

GENERAL PRINCIPLES – ALL USE OF SOCIAL MEDIA

32.5 You must not publish anything which could identify staff, students, pupils, parents or guardians on any personal social media account, personal webpage or similar platform without the prior consent of the Principal in writing. This includes photos, videos, or other materials such as student work or recorded feedback.

32.6 You must be mindful of how you present yourself and ArtsEd on such media. Remember that once your posts go live there is a potential for them to be seen by people beyond your intended audience, such as staff and future professional contacts.

32.7 Protect your privacy and that of others: don't share any personal information such as names, email addresses, home or work addresses, phone numbers or any other personal information.

32.8 Familiarise yourself with the privacy settings of any social media you use and ensure that public access is restricted. If you are not clear about how to restrict access, you should regard all your information as publicly available and behave accordingly.

32.9 You must not post anything that may offend, insult or humiliate others, particularly on the basis of their sex, age, race, colour, national origin, religion, or belief, sexual orientation, disability, marital status, pregnancy or maternity.

32.10 You must not post anything that could be interpreted as flaming or trolling, threatening, intimidating or abusive. Offensive posts or messages may be construed as cyber-bullying.

32.11 You must not post disparaging or derogatory remarks about ArtsEd or its Trustees, staff, volunteers, students, pupils, parents, guardians or carers.

32.12 You must not post anything that could be interpreted as glorifying or supporting terrorism, extremism or organisations promoting terrorist or extremist views, or encouraging others to do so.

32.13 You must not use social media in a way which could constitute a breach of any of ArtsEd's policies.

33 **Removing postings:** You may be required to remove internet postings which are deemed to constitute a breach of this policy. If you fail to remove postings, this could result in disciplinary action.

34 **Breach:** A breach of this policy may be treated as misconduct and could result in disciplinary action including in serious cases, dismissal.