

Policy last reviewed:	March 2025
Next review due:	March 2026
Member of staff responsible	Business Manager
Governor's Committee:	N/A - SLT

Vision Statement: Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential.

Mission Statement: Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.

Values Statement: The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students.

Dignity Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.

Community Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.

Wisdom As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.

Hope As we prepare our students for the future, we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

Introduction

1.1 This Policy provides the guidelines for acceptable use of Information Communications Technology (ICT) equipment and facilities within The Holy Trinity CofE Secondary School. ICT is seen as beneficial to all members of the school in supporting learning, teaching, research, administration and approved business activities of the school. The School's ICT Facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the school. This could also lead to a breach of the data protection rights of individuals, resulting in harm to that individual and the school.

1.2 The purpose of the Acceptable Use Policy is not to impose restrictions that are contrary to established culture of openness and integrity within the school. This policy is designed to protect all authorised users from illegal or damaging actions by individuals, either knowingly or unknowingly.

1.3 All Users, including but not limited to staff and students using the School's Information Technology and Systems must ensure that they have read this Policy before commencing use of its information and communication technology. Failure to do so will not be accepted as a mitigation factor should a problem arise during employment or period of study.

2. Definitions

2.1 "*School*" means The Holy Trinity CofE Secondary School.

2.2 "*ICT Device*" means any laptops, tablets, iPads, telephones, smartphones, desktop computer, console, printer, speaker, camera or other electronic equipment that could be used for the conducting of School business or the processing or storing of information.

2.3 "*ICT Facilities*" means all devices, facilities, systems and services including, but not limited to, network infrastructure, ICT Devices, software, websites, web applications or services and any device, system or service which may become available in the future which is provided as part of the ICT service.

2.4 "*Users*" means directors, staff, students, trainees, volunteers, temporary guests, and all other persons authorised by the school to use the ICT Facilities.

2.5 "*Personal use*" means any use or activity not directly related to the users' study or purpose.

2.6 "*Authorised Personnel*" means employee(s) authorised by the school to perform systems administration and/or monitoring of the ICT Facilities. This includes the Executive Head Teacher; Head of School; Business Manager and IT personnel.

2.7 "*Materials*" means files and data created using the ICT Facilities including but not limited to documents, photographs, audio, video, printed output, web pages, social networking sites, bulletin boards, newsgroups forums and blogs.

3. Policy Statement

3.1 The School's ICT Facilities should only be used to support learning, teaching, research, administration and approved business activities of the school. The ICT Facilities must not be used for personal commercial, political, charitable, and other such activities unless expressly authorised by the school.

3.2 The School employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware that the school cannot guarantee such security. Users should therefore engage in safe computing practices by establishing adhering to the School's Information Security Policy at all times, backing up files, and promptly reporting any misuse or violations of this policy.

3.3 All devices that use the ICT Facilities, and that are capable of supporting software updates, security updates and automatically updating anti-virus products, must be configured to perform such updates.

3.4 Users' accounts and passwords must not be shared with anyone. Users are responsible for the security of their passwords, accounts and setting account and file permissions. Disclosure of account or password information may result in disciplinary action.

3.5 Users must abide by all applicable laws and School policies to protect the copyrights and intellectual property rights of others. Copyrighted works may include texts, cartoons, articles, photographs, songs, videos, software, graphics, and other materials. This includes the use of the internet, as many of the materials available through the internet are protected by copyright. It is the responsibility of the user to assume that materials found upon the internet are copyrighted unless the materials contain an express disclaimer to the contrary. Users must obtain permission of the creator or publisher to copy or use software or other copyrighted materials written or created by others and must abide by contracts and agreements controlling installation and use of such software and other materials.

3.6 Users' use of the ICT Facilities must be in an ethical and legal manner and in accordance with School policies and procedures. Usage of the system to harass, defame, or invade the privacy of others, or to send or receive obscene materials, is not allowed and may result in disciplinary action under policies controlled by the school or prosecution under applicable laws.

3.7 Any parents/carers who attend school events should not place any photos or videos on social media or retain these images if these contain other students who have not consented to/or do not have parental consent to be photographed or videoed.

3.8

- a) Students should not use ICT facilities for personal use under any circumstances.
- b) Parents should not use student's ICT facilities for personal use under any circumstances.

3.9 The School will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of ICT Facilities.

4. Unacceptable Use

4.1 The School reserves the right to block, disconnect, remove devices or otherwise prevent what it considers to be unacceptable use of its ICT Facilities. Unacceptable use includes, but is not limited to:

4.1.1 All actions or activities that are illegal or in conflict with the school's policies, procedures, processes and regulations or which breach contracts or policies applied to the school by third party through a valid service contract or agreement.

4.1.2 Using the ICT Facilities for access, creation, modification, storage, download, hosting or transmission of material that could be considered pornographic, offensive, obscene, or otherwise inappropriate, or for placing direct or indirect links to websites which publish or host offensive or inappropriate material.

4.1.3 Publishing materials or making statements which the School may deem to be advocating illegal activity, or threatening, or harassing, or defamatory, or bullying or disparaging of others, or abusive, or libellous, or slanderous, or indecent, or obscene, or offensive or promotes unlawful discrimination, breaches copyright or otherwise causing annoyance, or inconvenience.

4.1.4 Unauthorised production, distribution, copying, selling, hiring, performing of copyrighted material including, but not limited to, digitisation and distribution of computer software, television, radio, streaming services, websites, photographs, magazines, books, music or any copyrighted sources and installation of any copyrighted software for which the School does not have an active licence or explicit permission of the copyright owner, is strictly prohibited.

4.1.5 Authoring or sending any form of electronic communications or messages, including, but not limited to, videos, chats, messages and/or emails that were unsolicited and may be considered inappropriate, junk, "chain letters", "Ponzi", hoax warnings or advertising, and that do not correctly identify you as the sender, or messages which appear to originate from another person.

4.1.6 Unauthorised recording, "screenshotting," capturing, photographing or any other means of observing and/or documenting the *Materials* of an ICT device, without prior notification and agreement.

4.1.6 Unauthorised transmission, distribution, discussion or disclosure of information gained through a user's presence within the school or through the use of ICT Facilities.

4.1.7 Connecting any non-approved ICT device, system or service (including wireless access points) to School networks or setting up any network services, without the explicit or delegated permission from Authorised Personnel.

4.1.8 Unauthorised access (or attempted unauthorised access) to any ICT Facilities provided by the school.

4.1.9 Allowing, inciting, encouraging or enabling others to gain or attempt to gain unauthorised access to the ICT Facilities.

4.1.10 Causing any damage to ICT Facilities such as cracked screens, including through the consumption of food or drink, or moving or removing such facilities without authorisation. The school reserves the right to charge for any damage caused.

4.1.11 Attempting to modify, alter or in any way interfere with ICT facility security controls, hardware or software, configurations, settings, equipment, data files or websites without the written authorisation or delegated permission from Authorised Personnel.

4.1.12 Introduction of unauthorised and/or malicious software or programs into the ICT Facilities, including, but not limited to unlicensed software, viruses, worms, Trojan horses or

logic bombs: by downloading, creating or using any program, tool or item of software designed to monitor damage, disrupt or interfere with the functioning of ICT Facilities, user accounts or data.

4.1.13 Effecting security breaches or disruptions of network communication, including, but not limited to, accessing or modifying data (or data headers) of which the user is not an intended recipient or logging into an ICT system or service, or account, that the user is not expressly authorised to access. Disruption includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information.

4.1.14 Executing any form of network monitoring including any data capture, port scanning or security scanning without written authorisation or delegated permission from Authorised Personnel.

4.1.15 Registering for any system or service, including, but not limited to, social media accounts, web applications, domain names, which includes the name of the school or any similar name, or abbreviation that may mislead the public into believing that the domain name refers to the school.

4.1.16 Acting in any way that directly or indirectly causes disruption to others' use of School ICT Facilities or using ICT Facilities to disrupt or deny the use of ICT Facilities of third parties at any time.

This is not an exhaustive list but merely an indication of the types of conduct that could come under the heading of inappropriate. Failure to follow this policy may result in disciplinary action up to and including dismissal. It may also lead to criminal or civil action.

5. Damage, Loss and Theft

5.1 If the student has lost their iPad or has had it damaged this must be reported to the IT support team at HTS as quickly as possible for support.

5.2 Parents will be required to complete a [Damaged iPad Form](#). Once this has been completed, the school will investigate the incident, and in most cases a student will receive a temporary iPad.

5.3 The school will support any repair and, on a case-by-case basis will request up to 50% of the repair costs to begin with. Frequent damage will lead to full parental liability. For all iPad related information and purchasing links, please see the school website.

The school reserves the right to only issue an iPad during the school day for frequent and/or repeated damage.

Costs for common damages

Broken Screen - £90 charge to parents £45

Broken chassis - £130 charge to parents £65

Replacement device - £300 charge to parents £150

Damage and repair costs are assessed on a case-by-case basis. Prices accurate as of February 2025.

5.4 The school will provide each student with their 1st pen and charger. Please note subsequent damage or loss of pens and/or chargers will require parents and carers to purchase a new one. Please see the school website for further information. <https://www.holytrinity.w-sussex.sch.uk/iPad-Programme/>

5.5 If the student has a problem with their iPad device's functionality it must be brought to the IT support team at HTS as quickly as possible for support.

5.6 If the student's iPad device has been stolen this must be reported to the police as quickly as possible to gain a crime number. Both the theft and crime number must then be shared with the IT support team as quickly as possible.

5.7 The IT support team are available during various points of the school day. They are available to students in KS3 and KS4 during Tutor Time (08:45 – 09:10), Break 1 (11:10 – 11:40), Break 2 (12:40 – 13:10), and after school (15:10 – 16:00). They are available to KS5 students throughout the school day (08:45 – 16:00).

5.8 As per the student declaration where it states that it is the student's responsibility to take care of the equipment and keep the iPad in a secure place at all times, there are certain circumstances where some cost will be attributed to parents or guardians.

Common Situations Leading to iPad Damage

1. iPad placed in bag on the floor, leading to other students walking on the bag and therefore on the iPad.
2. iPad placed in bag and bag thrown onto a hard surface.
3. iPad used without the protective frame on.
4. I understand that if my iPad is damaged as a result of any of the above, that the responsibility lies with me.

5.9 Please note and be reminded that passwords, photos or personal information should not be stored on the iPad as it remains school property. This is included in the declaration signed by each student when receiving the equipment for home use.

6. Remote Learning

6.1 Online collaboration is essential for remote learning providing increased opportunities to maintain the connection between school and home.

6.2 Users engaging, participating or otherwise connected to the ICT Facilities are expected to abide by the Acceptable Use Policy, and all other applicable policies, including but not limited to the Remote Learning Policy.

7. ICT Monitoring

7.1 The School may monitor the usage of any or all ICT facilities and has access to reports on any internet sites that have been visited. Such monitoring will be performed in compliance with this policy and the School's ICT Monitoring policy.

8. Monitoring & Review

8.1 This policy will be reviewed every 2 years and may be subject to change.