British International School of Tbilisi
Acceptable use of ICT policy

Adopted: December 2019 Reviewed June 2020 Review date: June 2021

1.1 This policy outlines what are acceptable and unacceptable uses of Information Communications Technology (ICT) facilities within BIST, It is relevant to students, staff and visitors. Whilst we aim to support the full use of the vast educational potential of new technologies we also have a responsibility to provide safeguards against risk, unacceptable material and activities. These guidelines are designed to protect students, staff and visitors from e-safety incidents and promote a safe e-learning environment for students.

1.2 At BIST, we believe that students should be trusted to use digital technologies in a principled and productive way. The general spirit of this policy is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the on-going debate about what responsible digital citizenship means and how we can nurture it within our school.

Acceptable use

2.1 BIST's ICT facilities should only be used to support learning, teaching, research, administration and the approved business activities of the school. These services may not be used for personal commercial, political, charitable, and other such activities unless expressly authorised by the school.

2.2 Should authorisation be provided permitting other personal, personal commercial, political, or charitable, any such use must not hinder or interfere with an individual's duties and must not prevent the legitimate use of these facilities by others. Users may not use the school's ICT facilities to store personal non-work related information or materials on the ICT facilities (e.g. eBooks, music, home videos, photography), and use of the ICT facilities is provided with no expectation of privacy.

2.3 Users should therefore engage in safe computing practices by establishing appropriate access restrictions for their accounts by setting a password for their user account, safeguarding their passwords, backing up files, and promptly reporting any misuse or violations of this policy.

2.4 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.

Monitoring of users

3.1 The school may monitor the usage of any or all ICT facilitates and has access to reports on any internet sites that have been visited. This is irrespective of whether it is for school or personal use, and users should have no expectation of privacy when accessing or using ICT systems or services.

3.2 Monitoring of ICT facilities is performed:

- To monitor the performance and operation of the ICT facilities;
- To secure, fix, enhance or as an inherent part of effective and responsible systems development or operation;
- To collect evidence pertaining to compliance with this policy, and other related policies, regarding the acceptable use of ICT facilities within the school;
- To investigate or detect unauthorised use of the computing and network facilities of the school;
- In the interests of national security, as required by law; and
- To prevent or detect crime, as by required by law.

3.3 The school reserves the right to inspect any items of computer equipment connected to the network. Any ICT device connected to the school's network will be removed if it is deemed to be breaching policy or otherwise interfering with the operation of the ICT facilities.

3.4 The school will designate Authorised Personnel, usually ICT support staff, to be permitted to engage in monitoring

and it will be considered a disciplinary offence for anyone to engage in monitoring activities without proper authorisation or monitor areas outside their areas of responsibility.

Unacceptable use

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

- All actions or activities that are illegal or in conflict with the school's policies, procedures and processes;
- 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 such material;
- Publishing materials or making statements which the school may deem to be advocating illegal activity, threatening, harassing, defamatory, bullying or disparaging of others, abusive, libellous or slanderous, indecent, obscene, offensive or promote unlawful discrimination, breaches copyright or otherwise causing annoyance or inconvenience;
- 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;
- Authoring or sending any form of electronic communications or messages, including, but not limited to, messages and emails that were unsolicited and may be considered junk mail, "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;
- Unauthorised transmission, distribution, discussion or disclosure of information gained through a user's presence within the school or through the use of ICT facilities;
- 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;
- Unauthorised access (or attempted unauthorised access) to any ICT facilities provided by the school or allowing, inciting, encouraging or enabling others to gain or attempt to gain unauthorised access to the ICT facilities;
- Causing any damage to ICT facilities, 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;
- 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;
- 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;
- 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;

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

- 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; and

- 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.

Remote Access

5.1 Remote access to the school network is possible where this has been granted by the ICT Department.

5.2 Remote connections are considered direct connections to the school network. As such, generally accessing services remotely, subjects the user to the same conditions, requirements and responsibilities of this policy.

Social Media

6.1 As a school we recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of such tools for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks. Staff should apply the guidance given in safeguarding policies with regard to social networking.

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Appendix 1a - Acceptable Use Policy Agreement (Primary students F1-Y2)

Technology is a great tool to find information and to communicate and share with others.

The British International School of Tbilisi encourages its appropriate, effective and safe use.

All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

Please discuss the statements below with your child ensuring they understand, sign the letter and return the bottom part to your class teacher.

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computer.
- I will only use apps and activities an adult tells me to.
- I will take care of the computer and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

✂ **Return the part below this line**

I understand the computer rules and will do my best to keep them.

My name:	
Signed (child):	
Parent's signature:	
Date:	

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Appendix 1b - Acceptable Use Policy Agreement (Primary students Y3-6)

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

Using the computers:

- I will only access the school network with the login I have been given.
- I will close all programs and log out before leaving the computer.
- I will take care of the computer and other equipment.

Using the internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other students and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

Using e-mail / messaging / forms:

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people/sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other students and myself.

Return the part below this line

_____

I understand the computer rules and will do my best to keep them.

Print Name (student)

Signed (student)

Print Name (parent):

Signed (parent):

Date (parent):

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Appendix 2 - Acceptable Use Policy Agreement (Secondary students)

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

When using the school's ICT facilities:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the school may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc);
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will respect the copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the school devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc) to any school devices, systems or services without prior permission from an Authorised Person within the school. I understand that, if I am permitted to use my own devices in school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

I understand that I am responsible for my actions, both inside and outside of the school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school ICT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities the involvement of the police.

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I agree to follow these guidelines at all times when:

- using or connected to the school's devices, systems and services;
- using my own equipment inside or outside of the School in a way that is related to me being a member of this School (for example, communicating with other members of the School, accessing school email, websites and services, etc).

Return the part below this line

_____

I have read and understand that use of the school's ICT systems and devices is governed by the full Acceptable Use Policy.

Print Name (student)

Signed (student)

Print Name (parent):

Signed (parent):

Date (parent):

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Appendix 3 - Acceptable Use Policy Agreement (Staff / All other users)

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 breaches of the data protection rights of a number of individuals causing harm to those individuals, and to the school.

This Acceptable Use Agreement is intended to ensure:

- that all users will be responsible and stay safe while using ICT devices, systems and services.
- that school devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.

Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users, including as to the personal data of others.

When using the school's ICT facilities:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the school may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details);
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will respect the copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the school's devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings;

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- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc) to any school devices, systems or services without prior permission from an Authorised Person within the school. I understand that, when using my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policies. I will not use my personal equipment to record these images, unless I have permission from the school and from the individual to do so;
- I will only use social networking sites in school in accordance with the school's policies;
- I will only communicate with students, parents / carers, and other parties solely related to my employment, using official school systems. Any such communication will be professional in tone and manner;
- I will not engage in any online activity that may compromise my professional responsibilities;
- I recognise that a failure to comply with the policies of the school, and any misuse of ICT equipment, could lead to breaches of the rights of data subjects and I will act at all times in accordance with such policies in order to avoid any inappropriate use of personal data, or the breach of the data protection rights of any individual.

I understand that I am responsible for my actions, both inside and outside of the school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, use of images, digital communications, or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school ICT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.

I agree to follow these guidelines at all times when:

- using or connected to the school's devices, systems and services;
- using my own equipment inside or outside of the school in a way that is related to me being a member of this school (for example, communicating with other members of the school, accessing school email, websites and services).

I have read and understand that use of the school ICT systems and devices is governed by the full Acceptable Use Policy.

Print Name

Signed

Date: