



# ICT Acceptable Use Policy

Policy date:	September 2023
Reviewed and Updated:	September 2024; 2025
Date of next review:	September 2026
Owner:	Deputy Head
Intended audience:	Pupils, parents and all staff
Location:	School portal and website

## **1. Purpose of this policy**

- To keep the entire Haileybury Malta community safe and well.
- To preserve the reputation of Haileybury Malta and its community.
- To highlight the power of technology for learning and collaboration.

This policy therefore applies equally to all members of the Haileybury Malta community: pupils and staff.

## **2. Definitions**

- 2.1 In this policy the term 'device' refers to any electronic tool used within the School. Usually, such devices will be connected to a network of some sort - for example the school wireless or cabled network. The devices may be owned by the School, or may be personal devices, and it is possible that they are not connected to our network - for example they connect to the internet via 4G/5G. They may not connect to any network in an obvious way - such as a digital camera, or a USB stick or external hard drive.
- 2.2 'Cloud services' are systems such as Jamf, MS Office Suite, Class Dojo, or other school managed online services.
- 2.3 'Social media' refers to communication applications, websites or platforms that are used for text or instant messaging, or posting messages, status updates, videos, animations or photographs. This can include 'closed' social media groups such as WhatsApp or Signal.

## **3. Acceptable use**

- 3.1 Acceptable use of the Haileybury Malta School network equates to conducting ourselves - at all times - in the following ways:
- Safe
  - Legal
  - Careful
  - Ethical
  - Mindful of the Haileybury Malta community
- 3.2 In a busy school, there will be times when you will be permitted to use electronic devices for personal reasons - reasons that are not educationally valid or work-related. This is of course acceptable when you are not required to be engaged in school-related tasks, during designated school hours, on the understanding that you are following the guidance above.
- 3.3 Situations when you use electronic devices for personal reasons will vary - for example after the school day has ended; when off site such as travelling to/from a school excursion, or you may need to use a device where permitted for an essential personal reason during school or work time. The bullet points above apply at all of these times.

## **4. Unacceptable use**

- 4.1 We consider unacceptable use to be viewing, posting or commenting on content that falls under the following categories:

- Unsafe - examples:
  - Visiting sites which appear to be legitimate but which on reflection are fake and are attempting to ensnare you into sharing highly personal information.
  - Use of a VPN or proxy server to connect with other networks - the Haileybury Malta firewall and protection systems are designed to keep you safe. Attempting to use a VPN to bypass these is therefore something that is potentially unsafe.
- Illegal - examples:
  - Copyright infringement.
  - Fraud.
  - Radicalisation.
  - Sending abusive, offensive or harassing material to or about others (typically referred to as 'cyber bullying') - for example via social media - this includes any material which is abusive on the grounds of race, nationality, ethnicity, religion, belief, gender, sexuality, age or disability, or material which is misogynistic or misandrist.
  - Attempting to hack into networks.
  - Posting or sharing false material about another person or organisation.
- Careless - examples:
  - Posting or sharing material about another organisation or individual which may not be true.
  - Commenting on a situation in a way which could easily be misinterpreted - such as using sarcasm on a sensitive topic in Twitter or Instagram.
  - Staff connecting with pupils via electronic means, such as personal email accounts, messages or social media, and vice versa - this can potentially blur the professional boundary between staff and pupils.
- Unethical - examples:
  - Viewing obscene, inflammatory or pornographic content - this might also be illegal, depending on the content.
  - Sharing images of another person without their consent - this again might be illegal if the images are indecent.
  - Failing to consider the needs of others in the way that you are using the Haileybury Malta network.
- Oblivious to the needs of the Haileybury Malta community - examples:
  - Posting content that might impact negatively on the Haileybury Malta community, such as unkind comments about other schools in a WhatsApp group, or which might bring the name of the School into disrepute.
  - Disclosing personal information about others in public without their consent.

## 5. Monitoring

- 5.1 Our School does all that it reasonably can do in order to keep every member of our community safe. For this reason, we deploy software which monitors use of our network, and filters out content that is potentially harmful, unethical or illegal.

- 5.2 If you use school-supplied software or hardware, then we are able to monitor the use of that - for example a school iPad, or access to school email. We can monitor the use of school-supplied software even if you use it outside of the school network, such as in a different location, or over a mobile phone network. Please be mindful that, if you are connecting to networks via other means, such as 4G or 5G mobile phone networks, you are still a member of the Haileybury Malta community, and we still expect you to conduct yourself in a safe, legal, careful and ethical manner, and to be mindful of the needs of the wider Haileybury Malta community. Further note that, if you are signed in to your @haileyburymalta.com account, we are able to monitor your activities on connected software services such as YouTube or google searches, even if you are on a different network and in a different location. You can of course sign out of your Haileybury Malta domain on your personal device, and we would not be able to nor wish to monitor your activities using an account other than a Haileybury Malta-provided one. Please note that the majority of data relating to pupils in schools is considered to be either 'personal' or 'sensitive', under Data Protection law. How we handle such data is dealt with further in our Data Protection Policy.

## **6. Good practice**

### **6.1 We require users to:**

- Create a password that is both memorable for the user and complex enough not to be guessed easily.
- Avoid sharing their password with anybody else - this could lead to a potential security breach.
- Ensure that they log off from computers that are easily accessible to other people.
- Do not share personal devices with other people, or at the very least avoid being signed in to a device that is shared with somebody else.
- If you need to report violations of this policy - remembering that the purpose of this policy is to protect people - then please get in touch with the Principal or the Deputy Head.
- Equally, if you are unsure about anything relating to safe or acceptable use of devices within Haileybury Malta, then please get in touch with the Principal or the Deputy Head.

## **7. Sanctions**

- 7.1 Our aim is to take a firm but practical approach to dealing with breaches of this policy.
- 7.2 In some circumstances you might require support and guidance because you have inadvertently stumbled into a situation that you find difficult to extract yourself from.
- 7.3 In other circumstances you might have breached this policy due to carelessness, or worse if your actions are deliberate.
- 7.4 Sanctions following a breach of this policy will be at the discretion of the Principal, in line with our School Behaviour, Rewards and Sanctions Policy (for pupils) or our Disciplinary Procedures (for staff).

Version history		
Date	Reviewed by	Notes
September 2023	Deputy Head	Policy prepared for use in the 1 <sup>st</sup> year (Years 3-8)
September 2024	Deputy Head	Reviewed and updated; no material changes made
September 2025	Head	Reviewed and updated; no material changes made