



ICT Acceptable Use Policy/Agreement

Date: July 2026

Review date: July 2027 (or before in the event of any significant change in IT provision)

RE Acceptable ICT Use

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ICT Acceptable Use Agreement

Policy Statement

Rowan Education Independent School (also referred to as 'the School') recognises the use of ICT (Information and Communications Technology) as an important resource for teaching, learning and personal development. We actively encourage staff to take full advantage of the potential for ICT to enhance development in all areas of the curriculum and school administration, management and safeguarding. It is also recognised that these benefits go hand-in-hand with significant responsibilities for the user.

In addition to their normal access to the School's ICT systems for work-related purposes, we permit staff limited reasonable personal use of ICT equipment and email and internet facilities during their own time, such that it does not interfere with the proper performance of the staff member's duties or the School's operation.

Whilst the School's ICT systems may be used for both work-related and for personal reasons the School expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the School and the Staff Code of Conduct at all times and not to compromise in any way the high standards of Safeguarding expected.

The use of computer equipment (including laptop computers) on loan to staff by the School for their personal use at home is also covered under this policy. Staff who have equipment on loan are responsible for its safekeeping and for ensuring that it is used in compliance with this policy.

Guidance on the use of school facilities

Whilst it is not possible to cover all eventualities in this policy, the following information is published as guidance for staff on Rowan Education's expectations. Any non-conformance to this policy or operation outside statutory legal compliance may be grounds for disciplinary action being taken, up to and including dismissal.

Roles and Responsibilities

It is the responsibility of the entire school staff to ensure that these guidelines are implemented and adhered to. As such, they will be required to complete and sign the IT Equipment Loan Agreement (Appendix 1).

Email and Internet usage

The following is a (non-exhaustive) list of uses of the School's ICT system that are strictly prohibited and may in certain circumstances amount to gross misconduct, which could result in dismissal:

- 1. Gaining access to, and/or the publication and distribution of, inappropriate sexual material, including text and/or images, or other material that would tend to deprave or corrupt those likely to read or see it.*
- 2. Gaining access to, and/or for the publication and distribution of material promoting racial hatred.*
- 3. For the purpose of bullying or harassment, or for/in connection with discrimination or denigration on the grounds of gender, race, disability or sexual orientation (or any protected characteristics).*
- 4. For the publication and/or distribution of libellous statements or material which defames or degrades others.*
- 5. For the publication and distribution of personal data without either consent or adequate justification.*
- 6. Where the content of the email correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination.*
- 7. Participation in on-line gambling.*
- 8. Where the use infringes copyright law.*
- 9. Gaining unauthorised access to internal or external computer systems (commonly known as 'hacking').*
- 10. Enabling or assisting others to breach the School's expectations as set out in this policy and the Staff Code of Conduct.*
- 11. Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation*
- 12. Using inappropriate or offensive language*
- 13. Promoting a private business, unless that business is directly related to the school*
- 14. Using websites or mechanisms to bypass the school's filtering or monitoring mechanisms*
- 15. Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way*
- 16. Using AI tools and generative chatbots (such as ChatGPT and Google Bard), unless specifically indicated as part of a lesson.*

Additionally, the following uses of school ICT facilities are not permitted and could lead to disciplinary action being taken:

- 1. For participation in "chain" email correspondence.*
- 2. In pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade union representatives).*
- 3. To access ICT facilities using another person's password, or to post anonymous messages or forge email messages using another person's identity.*

Appendix 1.

Staff IT Device Loan/Usage Agreement

1. This agreement is between:

- 1) Rowan Education ("the school")
- 2) [Insert staff member name] ("the employee" and "I")

It governs the use and care of devices assigned to individual staff members. This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the employee a laptop ("the equipment") for the purpose of work and training.
2. This agreement sets the conditions for the employee taking the equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I have read and agree to these terms.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the equipment issued to me and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I am responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged or lost, I will immediately inform a member of SLT, and I understand that I may be responsible for repair or full replacement costs, depending on the circumstances. If the equipment is stolen, I will also immediately inform the police (unless an SLT member does so).

I agree to keep the equipment in good condition and to return it to the school on demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

3. Unacceptable use

I am aware that the school monitors my activity on the equipment.

I will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to:

- Accessing, creating, storing or linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Sharing confidential information about the school, its pupils, or other members of the school community
- Setting up any software, applications or web services on this device without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Carrying out any activity which defames or disparages the school, or risks bringing the school into disrepute
- Using inappropriate or offensive language

I accept that if I engage in any activity that constitutes 'unacceptable use', I may face disciplinary action in line with the school's staff code of conduct.

4. Personal use

I will only use this device for personal use and will not loan the equipment to any other person provided that such use:

- Does not take place during teaching hours/non-break time
- Does not constitute 'unacceptable use', as defined above

5. Remote (Home) Use

I understand and acknowledge the following:

- Staff accessing the school's IT facilities and materials remotely (e.g. at home) must seek permission to do so and must abide by the same rules as those accessing the facilities and materials on site (see Section 3 'Unacceptable Use', above).
- Staff must be particularly vigilant if they use the school's IT facilities outside the school and must take precautions against importing viruses or compromising laptop security. If unsure about any proposed actions or changes, I must contact Chris Hockaday (Business Manager) on ch.rowaneducation@gmail.com for advice before doing so.
- The school's IT facilities and files contain sensitive information which is confidential and therefore subject to data protection legislation. Such information must therefore be treated with extreme care and in accordance with Rowan Education's Data Protection Policy (available on the school website and in hard-copy form on request), with which I have made myself familiar.
- I will take suitable measures to ensure no information present on my laptop/device is made available (either accidentally or deliberately) to anyone other than another member of Rowan Education staff as appropriate and that, should this occur, I may be subject to disciplinary procedures.

6. Data protection

I agree to take the following measures to keep the data on the device protected:

- Keep the equipment password/PIN-protected
- Make sure the equipment is 'locked' if left inactive and cannot be accessed by students, unless accompanied by a staff member as part of a lesson
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Chris Hockaday (Business Manager) on ch.rowaneducation@gmail.com

7. Return date

I will return the device in its original condition to the Head, Deputy or Business Manager when requested to do so.

I will return the equipment to the school upon resignation, dismissal or if I leave the employment of the school for any other reason.

8. Consent

By signing this form, I confirm that I have read and agree to the rules and conditions above.

FULL NAME	
SIGNATURE	
DATE	