Manchester Grammar School
Acceptable Use Policy

Scope of this Policy

This policy applies to all members of the School community who have access to the School’s IT systems, including staff, pupils, volunteers, parents and visitors. In this policy ‘staff’ includes teaching and non-teaching staff, governors and regular volunteers. ‘Parents’ includes pupils’ carers. ‘Visitors’ includes anyone else who comes to the School, including occasional volunteers.

The policy applies to all use of the School’s computer systems, including access to those systems using personal devices, and all use of computers (including personal devices) on school property or in connection with school activities.

Online behaviour

As a member of the school community you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene or promotes violence, discrimination or extremism).
- Respect the privacy of others. Do not share photos, videos, contact details or other information about members of the school community without their permission, even if the content is not shared publicly.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities. Any illegal activity may be reported to the police.
- Staff must not communicate with pupils using personal email or social media accounts. Likewise, pupils must not communicate with staff using personal email or social media accounts.

Using the School’s IT systems

Whenever you use the School’s IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password.
- Do not share your username or password with anyone else.
- You are only allowed to connect a personal device using Wi-Fi.
- Do not attempt to circumvent the content filters or other security measures installed on the School’s IT systems.

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- Do not attempt to access parts of the system which you do not have permission to access, or look for vulnerabilities in the systems.
- Do not attempt to install or run your own software on, or otherwise alter, school IT systems.
- Do not vandalise the School’s IT systems. Vandalism includes not only physical damage, but also destroying files created by others, and any action which disrupts the normal operation of the systems (e.g. connecting private devices to data projectors).
- You may only access school printing facilities using a personal device if you are using Citrix and in the same room as the printer.
- You should take care regarding the contents and validity of all emails you receive.
- You must never open hyperlinks in emails or any attachments to emails unless you know and trust the sender, and are confident that the email is genuine.
- Remember that the IT systems are there to enable educational, school-related activities.
- Remember that the School monitors use of its systems, and can view content accessed or sent via its systems.

On occasion, pupils may reasonably be required to make available for inspection personal devices and the contents of privately owned online accounts, including smartphone apps.

Compliance with related school policies

You must ensure that you comply with the School’s E-Safety Policy, along with all other school policies.

Breaches of this policy

A deliberate breach of this policy will be dealt with as a disciplinary matter using the School’s usual procedures. Serious misconduct could lead to permanent exclusion or dismissal. In addition, a deliberate breach may result in the School restricting your access to school IT systems.

If you become aware of a breach of this policy or the E-Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online, you should report it to the Designated Safeguarding Lead or E-Safety Coordinator.