

IT and Social Media Policy

Totnes European School has a range of IT equipment: desktop computers, school laptops and iPads. The school also has a Wi-Fi connection which is available to staff and students. The server at Totnes European School is controlled by an external Microsoft-trained IT engineer.

No software should be installed on school computer equipment without the permission of the General Manager and verification by our external IT engineer.

Student Internet Access

Students have access to iPads in the self-study room and may also use computers during lessons. Students have access to the school Wi-Fi network and may have internet access via their accommodation provider.

This IT policy covers internet access both in school and with the accommodation provider including both the use of school / accommodation provider equipment and the use of personal devices e.g. mobile phones and laptops.

Internet access is not guaranteed to any student and neither Totnes European School nor the Accommodation Providers are responsible for student internet access.

Information from this policy about Unacceptable Uses and Inappropriate Materials is included in the Student handbook.

Internet access may be available for students from work placements. Students must follow the company rules and policies regarding internet and social media use.

Staff IT Use

Members of staff have access to iPads and a school laptop for use during lessons. They may also be used for lesson planning. Staff may also have limited use of the school IT equipment and internet access at appropriate times and subject to the rules laid out in this policy.

Information from this policy regarding Unacceptable Uses and Inappropriate Materials is included in the Staff and Teachers handbook.

- No staff member will take or share photographic images of students without the express permission of the General Manager.
- No staff member will post or discuss information relating to Totnes European School on personal Social Media accounts without the express permission of the General Manager

Unacceptable Uses

It is important that all staff and students use equipment and internet access appropriately.

The following uses of Totnes European School network are considered unacceptable:

- Using the Totnes European School network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person
- Viewing or sharing pornographic images
- Viewing or sharing extremist images or websites e.g. "hate" media
- Any behaviour which is upsetting to another student or staff member e.g. bullying, negative comments about gender, sexuality, race, religion, disability
- Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal
- Unauthorised access to the Totnes European School Network or to any other computer system through the Totnes European School Computer Network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing"

Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
- Posting information that could cause damage or a danger of disruption. Engaging in personal attacks, including prejudicial or discriminatory attacks
- Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. This includes sending messages to someone who has asked that messages be stopped
- Knowingly or recklessly posting false or defamatory information about a person or organisation

Inappropriate Access to Material

The network must not be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature)

If inappropriate information is mistakenly accessed this must be reported to the General Manager.

Should Totnes European School Management believe that any infringement of the policy has taken place we will withdraw access to the Wi-Fi network at school / with Accommodation Provider and, where appropriate, other disciplinary action may be taken.

Totnes European School will cooperate fully with any investigation related to any illegal activities conducted through the computer network.

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