

## ICT Acceptable Use Policy (ICT AUP)

This policy is also linked to the following School policies which can be found at S:\School and HR Policies for staff or <http://www.bedmod.co.uk/the-school/general-information/school-policy-documents/> for pupils and visitors (where applicable):

- Safeguarding Children Policy;
- Health and Safety Policy;
- Behavioural Policy; Concerns and Complaints Policy;
- Anti-Bullying Policy;
- Online Safety Policy;
- Disciplinary Policy; **(For Staff)**
- Grievance Policy; **(For Staff)**
- Harpur Trust Social Media Policy; **(For Staff)**
- Harpur Trust General Data Protection Regulation (GDPR) Policy
- A Simple Guide to the General Data Protection Regulation **(Staff)**
- Harpur Trust Information Security; **(For Staff)**
- Code of Conduct Policy **(Staff)**
- Print Policy;
- Staff Email and Internet Protocols. **(For Staff)**

### Introduction

The use of Information Technology at Bedford Modern School is viewed as an essential resource for all pupils, staff, volunteers, governors and visitors/guests and the School is constantly looking at ways to improve and develop ICT.

New technologies have become integral to the lives of children and young people in today's society, both within Schools and in their lives outside of School.

The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe Internet access at all times.

This policy is intended to address both School owned computer hardware in addition to the use of non-School owned electronic devices by pupils, staff, volunteers, governors and visitors/guests at Bedford Modern School. These include smart phones, tablets, laptops, wearable technology and other devices used to access the Internet and/or store school information as well as users' own data. This is commonly referred to as 'Bring Your Own Device' (BYOD). The School recognises that mobile technology offers valuable benefits to pupils from a teaching and learning perspective. Our School embraces this technology but requires that it is used in an acceptable and responsible way.

This policy covers the use of such devices and the liability of the School for mobile devices used on School premises. The use of such devices on School grounds is at the discretion of the School. Pupils and staff at the School can be granted the right to use their mobile devices provided that they adhere to this **ICT Acceptable Use Policy (ICT AUP)** together with any associated policies and accept the agreement and guidelines set out herewith.

This Acceptable Use Policy is intended to ensure that:

- Any pupil, staff, volunteer, governor and visitor/guest user will be responsible users and stay safe while using the Internet, School network and other communication technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and other users at risk.
- Users are protected from potential risk in the use of ICT in their everyday work.
- Clear guidance on how to minimise risks and how to deal with any infringements are provided.

The School will try to ensure that pupils, staff, volunteers, governors, and visitor/guest users will have adequate access to ICT to enhance their work or learning opportunities for pupils (where applicable) and will, in return, expect all users to agree to be responsible users.

### **Device Types:**

*For the purpose of this acceptance policy, the word 'device' means a privately owned or School-owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, smart phones, wearable technology, tablets/iPads or slates.*

*The word 'user' refers to any individual either connecting to the School hard wired network or wireless networks ('BMS' 'BYOD', HTO-Accessor 'GUEST'). For example: pupils, staff, volunteers, governors, visitors/guests.*

## **Acceptable Use Policy Agreement**

- Where appropriate all users should familiarise themselves and follow the guidance as outlined in the linked policies. All parts of this ICT Acceptable Use Policy and associated policies should be understood fully prior to acceptance and any questions that arise should be directed to the e-Safety co-ordinator or the ICT Services and Innovations Manager.
- Pupils, staff, volunteers, governors and visitor/guest users should understand that they must use School ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users. They should recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. Staff will, where possible and if appropriate, educate the young people in their care in the safe use of ICT and embed online safety in their work with young people.
- Whilst exciting and beneficial both in and beyond the context of education, much IT, particularly online resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies and must read and sign this ICT Acceptable Use Policy prior to using their provided network login details.
- When users use their own personal mobile devices (tablet devices, laptops, mobile phones, USB devices, etc.) in School, they will follow the rules set out in this agreement in addition to the separate **Online Safety Policy**, in the same way as if they were using School equipment. They will also follow any additional rules set by the School about such use and ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- Networked computers will gain access through the School's firewall, which is maintained by the ICT Services Department. However no firewall is considered to be impenetrable so additional security products will be used in conjunction with the firewall. However, all School users are expected to maintain a level of 'personal responsibility' when using our system and any mobile technologies

onsite and access via any illicit means to undesirable websites will be treated as a threat to our community and system integrity and users may be disciplined accordingly.

- All users should be aware that compliance with this policy is mandatory.

## School Internet and E-mail Systems

- Bedford Modern School will provide a filtered educational internet and email service which is monitored in School and by our provider to reduce the risk of access to inappropriate material. In order to protect users further the School will have the capability to decrypt all secure web (HTTPS) traffic user sessions on all computers connected to the School's wired and wireless network (Via the installation of a digital certificate). Therefore any user that connects their device to the Schools 'BYOD' or 'GUEST' wireless networks are advised to install a digital certificate onto their personal device/s to avoid receiving errors whilst using the Internet.

Bedford Modern School will however have a 'white list' detailing which websites to decrypt, so data is only decrypted where the safeguarding of users is necessary. For example, even though this technology has the capabilities to decrypt online banking websites, we will leave banking websites from the list of websites that we will decrypt.

For further information on SSL, please refer to **Appendix B: BRING YOUR OWN DEVICE (BYOD) Frequently Asked Questions (FAQ'S) sheet**, specifically Page 18 of this ICT Acceptable Use Policy (ICT AUP).

- All users must be aware that some services available on the Internet may be offensive. Whilst the School takes reasonable and necessary precautions, including filtering and other security measures, to help ensure a safe computing environment for pupils, staff, volunteers, governors, or visitor/guest users, the School cannot make an absolute guarantee that a user will not be able to access relatively inappropriate material, and the School cannot be held responsible for the voluntary actions of the users in this regard.
- The School provides internet (web site and application based) filtering for all users utilising School owned computing devices and pupil, staff, volunteer, governor, or visitor/guest users owned computing devices as long as the user connects to the internet via the School supplied wireless network and Internet Gateway. All internet access via the network is filtered, monitored and logged.
- The School will not be responsible for any content accessed by a user using their own devices through non-school controlled wireless or network systems, such as personal 3G and 4G networks, 'Hotspots', Proxy or VPN bypass Systems.
- The School accepts no responsibility for information or material contained on any websites; other than its own.
- Bedford Modern School's e-mail and Internet facilities are primarily provided to its users for School related teaching and learning or business purposes only. Any use of the systems for personal or recreational purposes should be within the policies and rules set down by the School, as follows:
  - Personal use of the Internet must not interfere with a user's work commitments (or those of others). If it is discovered that personal usage has been excessive, disciplinary action may be taken and access to the facilities may be withdrawn without notice. The School reserves the right to undertake random checks of users' Internet and email usage.

- Users are not permitted to enter into any contract or subscription on the internet on behalf of the School, without specific permission to do so.
- E-mail should be treated in the same way as any other form of written communication. Users should not include anything in an e-mail which is not appropriate to be published generally. They should exercise care when copying or forwarding e-mails as this may disclose sensitive or confidential information to the wrong person.
- Users should be aware that e-mails are disclosable as evidence in court proceedings and, even if they are deleted, a copy may exist on a back-up system or other storage area.
- An email message which is abusive, discriminatory on ground of sex, marital or civil partnership status, age, race, disability, sexual orientation including being or becoming a transsexual person, pregnancy and maternity or religious belief (or otherwise contrary to our Equal Opportunities policy) or defamatory is not permitted.
- Statements criticising competitors, staff, pupils or parents and those stating problems with services, suppliers or customers should be avoided.
- Personal emails must not be accessed on any School equipment. Any School equipment should only be used in accordance with the **Online Safety Policy**. If staff or pupils wish to access a personal account during their time at work this must be done via their own device, and not on a school/Trust computer/tablet e.g. iPad. Doing so significantly increases the risk of infecting the School network with ransomware or other malware.
- Staff should also refer to guidance set out within the **Email and Internet Protocols Document and Staff Code of Conduct Policy**.
- The School can monitor users' Internet, email and network activity; without consent in the following circumstances (in accordance with the Telecommunications [Lawful Business Practice] [Interception of Communications] Regulations 2000): to ensure compliance with regulatory practices; to ensure standards of service are maintained; to prevent or detect crime; to protect the communication system (including unauthorised use and risk of viruses).
- Care should be taken when opening files or e-mail attachments received via the Internet or web-based e-mail providers. If there is any doubt or concerns regarding the contents, then please delete the files. If you have any concerns, you should contact the ICT Services/Support Department as soon as possible.

Information received from the Internet should not be uncompressed or executed unless the source is trusted. Under no circumstances should unsolicited data or files be opened, uncompressed or executed.

- Users should take care when opening any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if they have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- All devices being used to receive or send School e-mail must have virus protection software installed and kept up to date.
- Bedford Modern School will not be responsible for any unauthorised financial obligations resulting from user's activities on the internet.

Your school email address must not be used for any Non Work/School related or Personal Websites. Your School email address is issued to you by the School for School Business only.

Set out below are examples of inappropriate use of the School's Internet and e-mail facilities, which are by no means exhaustive:

- Users must not use any software that supports the illegal or legal download of materials using the School's Internet (including 'live' multiplayer games and software similar to Limewire, Bittorrent, etc).
- Users should not try (unless they have permission) to make large downloads or uploads that might consume internet capacity and prevent other users from being able to carry out their work.
- The use of any 'Proxy' or 'VPN' avoidance/bypass sites/software/systems used to gain access to restricted sites; i.e., social networking sites (during lesson time), gambling, pornography or any other form of unauthorised activity.
- The creation, downloading, storage, processing or transmission of any message, picture, video or graphical content that might constitute bullying or harassment (e.g. on the grounds where a person can be identified).
- The creation, downloading, storage, processing or transmission of any form of obscene, indecent or offensive material or pornography in any form (e.g. scenes of extreme violence or injury, scenes of sex or partial/entire male/female nudity, bad taste humour). This includes written, photographed, drawn or animated formats or any data capable of being resolved into such material.
- The unauthorised accessing, downloading or distribution of confidential information about other pupils, the School, its staff or their families.
- The accessing, downloading or distribution of copyright information and/or software including; illegal downloading and copying of games, music, movies and other protected works, in breach of the Copyright, Designs and Patents Act 1988.
- The use of the e-mail system for the purpose of 'spamming' (e.g. large scale distribution of unsolicited e-mail to other users, both internally or externally, sending or copying of chain letters, jokes, gossip, movies or cartoons).
- To intercept or view an e-mail message or attachments that was originally destined for someone else.
- The use of another e-mail account other than your own to impersonate another person in a malicious context irrespective of how the logon details to that account were obtained.
- If users open inappropriate material this must be reported immediately to the School's e-safety co-ordinator who will address the matter in conjunction with the ICT Services/Support Department.
- Should users receive an e-mail that has been wrongly delivered to their e-mail address, they must notify the sender by re-directing the message to that person and then delete the original email.

## School's Network

- All access to the network in School will be supervised and available only to those who possess a valid network username and password. Users should be reminded of the need for password security and must:
  - Use a strong password. Passwords should have the following characteristics:
    - A minimum length of 10 characters will be enforced.
    - Users must be able to change their passwords at any time.
    - Reuse of the 12 previous passwords must be prevented.
    - Users should be forced to change their password after a period of 360 days. A minimum password age 0 days will be set.
    - Repeated entry of invalid logon credentials must result in the account being locked. This will be triggered after 500 consecutive invalid attempts.
    - Passwords must be set to include characters from 3 of the following 4 categories:
      - Uppercase letters
      - Lower case letters
      - Base 10 digits (0 through to 9)
      - Non-alphanumeric characters (special characters)
  - Ensure that passwords meet these characteristics even if it is not possible to configure a system to do this.
  - Never share or disclose details of the School's network or technical information including login information with any other person, either directly or indirectly. No user should impersonate another user by using their login information.
  - Not write down or store a password where it is possible that someone may steal it.
  - Not use your School network password for any External websites and services that are not synced and managed by IT Support, that are work/School related and use your School email address. The password used must be a different password to the one you use on the network.

Advice and guidance on how to set simple but strong passwords can be referred to in **Appendix A**, included on Page 14 of this ICT Acceptable Use Policy (ICT AUP).

- The issue of a username and password is conditional upon acceptance and signature of this appropriate user agreement. We reserve the right to suspend or discontinue access to the network for activities which we consider inappropriate in an educational setting. All users' network and School IT access will cease upon them leaving Bedford Modern School.
- Personal devices must **NOT** be plugged into the School's local area wired network via an Ethernet cable or connected to the School 'BMS' network without approval from the ICT Services & Innovations Manager. Only personal wireless devices may be utilised, through the School's 'BYOD' (for pupils and staff), 'GUEST' (for volunteers and visitors/guests) or 'HTO-Access' (for governors) wireless network. The School's wireless network is used only for access to the internet. No other School resources may be accessed directly, unless accessed through a secure portal.
- The School maintains a number of protective mechanisms to keep unauthorised, unfriendly and malicious users from accessing School resources. These systems are operated and maintained by the ICT Support/Services Department, and users may not bypass these systems by any means. Other than reporting

suspected malfunction, normal School users should not have any concern for these systems, including:

- Firewalls between school resources (including Servers/Services) and the Internet.
  - Web Application Firewalls that protect School hosted systems.
  - Web and application filters.
  - Email virus, malware and spam scanners/filters.
- Personal devices must not interfere with the normal operation of School owned devices and users should never attempt to use them in any way to act as a means/tool for circumnavigating the School's security systems.
  - Bedford Modern School may monitor, with specialist software, user's network activity to reduce the risk of access to inappropriate material.
  - Resourced networked printers are in use at the School and printing is controlled, therefore users should only print materials they require in order to minimise waste. Further information can be found in the **School's Print Policy**.
  - Physical Vandalism is prohibited. Examples of physical vandalism include, but are not limited to the following examples: disconnecting wires on the back of the computer, tearing off labels and other attachments, carving or marking anything onto computer hardware.
  - Electronic Vandalism is prohibited. Examples of electronic vandalism include, but are not limited to the following examples: opening/changing/deleting files, changing desktop patterns or sound.
  - Licensing of software is for Bedford Modern School use only; and not the individual user (unless specifically instructed).
  - Users should not attempt to compromise the security of the School's network. Examples of this include, but are not limited to: unauthorised access (hacking) into School technical hardware, i.e. servers, network switches, printers, etc; therefore adhering to the Computer Misuse Act 1990.
  - No staff or pupil should log onto the e-mail, Internet or School network systems and knowingly or negligently leave the workstation unattended for use by another person. The School accepts no responsibility for loss of data or privacy that may occur as a result.

### **Data Encryption, Data Security and Data Storage**

- Staff and pupils are permitted and encouraged to store or save their data onto the School's secure central server, shared Microsoft Office 365 area or, where available, within their School Microsoft Office 365 personal online account.
- Where possible portable storage devices such as USB data sticks will be encrypted before use with individual passwords. The School will enforce the encryption of USB portable storage devices when accessed on the School network. Users are encouraged however not to store any sensitive or personal data on any portable devices
- All users must take all sensible measures to protect information including but not limited to the use of authenticated access to their own device (i.e. requiring a PIN, pattern or password to be entered to unlock the device).

- Users should also ensure their device auto-locks if inactive for a period of time. The School reserves the right to remotely wipe School email stored on a device in the event of loss or theft.
- Access to certain School or Trust Systems may be secured further by the use of a technology called Two-factor authentication (also known as 2FA or 2-Step Verification) that provides identification of users by means of the combination of two different components. Use of this technology will be enforced for Staff accessing Microsoft Office 365 (emails and OneDrive) and the School's Management Information System via remote links from places such as their home or outside the School. This offers greater account security by requiring Staff to authenticate their identity with more than one method. This means that, even if someone were to get hold of a primary password, they could not access the account unless they also had access to a mobile phone or another secondary means of authentication.
- If a handheld device cannot be encrypted it must not be used and will not be permitted by the School to store person identifiable data or School emails. Furthermore it must not be connected to any of the School systems, whether by physical (e.g. USB) or wireless connection (e.g. Wi-Fi). The School aims to replace any devices which cannot be encrypted and which are capable of storing personal data where it is possible to do so.
- Most of the information accessed via a user's own device should not be private. If, however, information is accessed which is deemed to be private then this should be treated as such and not shared amongst the School community. In the event that information has been accessed which is considered private or protected, the incident must be reported to the School's ICT team as soon as possible. Any sensitive or personal data must be securely deleted when it is no longer required.
- Users will not publish any documents containing personal data or critical information on externally accessible websites, unless remote (Internet) access to this data is configured to require user authentication.
- The School takes its compliance with the General Data Protection Regulation (GDPR) seriously and aims at all times to keep personal data secure. It takes suitable measures to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of or damage to personal data. All members of School Staff and Governors are required to undertake GDPR training using the School's e-learning and compliance management platform. The training provided is designed to help Staff understand key areas of compliance and also to provide evidence that staff have read and understood relevant policies and documents.
- Regular monitoring checks will be undertaken to ensure compliance with the criteria set out above.
- All incidents resulting in a breach of these guidelines must be reported to the School's Data Protection Officer (Director of Operations).

## Staff

- Staff will only transport, hold, disclose or share personal information about themselves or others, as outlined in the **Harpur Trust General Data**

## **Protection Regulation (GDPR) Policy and Harpur Trust Information Security Policy.**

- Staff will not be permitted to remove or copy sensitive or personal digital data from School network unless the data storage device is encrypted and is transported securely for storage in a secure location.
- Paper based protected and restricted data must be held in lockable storage. Staff must make sure they have a valid purpose to have any data in print and if data has been printed off it needs to be securely disposed of once it is no longer required. Staff should think before they leave data unattended.
- Wherever possible staff should use School-based programs to access and store information they need and should always ensure the ongoing confidentiality and integrity of any administrative and/or teaching and learning Management Information System and/or services that they use. Staff should not export any sensitive or confidential student/parent/staff data into an Excel spreadsheet from any System and store this data on their home/public computer or device.
- Staff should understand that General Data Protection Regulation Policy requires that any staff or pupil data to which they have access, will be kept private and confidential, except when it is deemed necessary that they are required by law or by School/Trust policy to disclose such information to an appropriate authority. Therefore Staff should not send personal data to anyone unless you are legally required to, have the person's permission or a valid reason to do so – if you are not sure, ask someone.
- Any user that sends email attachments containing private, personal or sensitive data must encrypt this via content encryption and it is the user's responsibility to ensure that this happens. The user will be provided with the necessary training to enable them to encrypt files.
- If staff are looking to purchase or use any online IT systems or services that store or process pupil or parent personal data they should in the first instance liaise with the ICT Services and Innovations Manager in order for a GDPR Data Audit and Data Protection Impact Assessment to be undertaken.
- The Data Controller (Director of Operations) in the School is responsible for ensuring that personal data stored on School systems regarding staff, pupils and parents is appropriately restricted and only accessible to designated individuals. Staff are strictly prohibited from storing pupil or parent data on their own personal devices. Staff are therefore expected to act responsibly if using their personal mobile device for School business. They must delete sensitive or commercial emails from their device once the task has been completed and also delete any attachments to emails e.g. data sets/spreadsheets once finished.
- Staff should also refer to guidance set out within the **Email and Internet Protocols Document, Staff Code of Conduct Policy** and **A Simple Guide to the General Data Protection Regulation.**

## **Appropriate use of Social Networking/Media Sites and Online Safety**

Social media is a fun part of everyday life, but it can carry risks. The following bullet points are intended to help pupils and staff avoid any pitfalls, while still making best use of social media for teaching/learning and research as well as social purposes.

*'A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chat-rooms, media posting sites, blogs and any other social space online. They include, but is not limited to sites such as Facebook, Pinterest, Bebo, Tumblr, LinkedIn, Twitter, MySpace, Ping, Wikipedia, Google Plus+, LiveJournal and even YouTube.'*

## **Pupils**

- Pupils should familiarise themselves and follow the guidance as outlined in the **Online Safety Policy**.
- Pupils must not use any social network site to attack, abuse or bully any School staff, other pupils or people. The privacy and the feelings of others should be respected at all times. Pupils may be required to remove internet postings which are deemed to constitute a breach of this policy.
- Pupils must not include contact details or pictures, etc. of other pupils or members of staff without their prior permission.
- Pupils are strongly advised to not use any social networking site or pages in any way that may compromise current or future education at the School. Any content that pupils post about themselves or others could be brought to the attention of the School, future employers or professional bodies and may be detrimental to your studies and/or future career.
- Pupils should never reveal confidential information about the School or its staff or pupils. This might include aspects of School policy or details of either internal or private discussions. Please consult with your Form Tutor if you are unclear about what might be confidential.
- Pupils should take effective precautions when using social networking sites to ensure their own personal safety and to protect against identity theft.
- Pupils need to be aware that most pupils are minors (under the age of 18 years of age) and that any interactions with them should not only be approached with some caution, but also that the content of conversations/responses is suitable for members of this age group.
- Pupils need to consider intellectual property rights, copyright and ownership of data when using social media.
- Individuals should exercise caution when interacting with, and responding to, potentially contentious posts on social media sites.
- Pupils are strongly advised to Follow Childnet's **SMART** Rules when using Social media sites:

**S**afe. Keep safe by being careful not to give out personal information - such as your name, email, phone number, home address, or School name - to people who you don't know or trust online.

**M**eeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

**A**ccepting emails, instant messages, opening files, pictures or texts from people you don't know or trust can lead to problems - they may contain viruses or nasty messages.

**R**eliable. Someone online may be lying about who they are, and information you find on the Internet may not be reliable.

**T**ell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried.

## Staff

- Staff should familiarise themselves and follow the guidance as outlined in the **Harpur Trust Social Media Policy and Online Safety Policy**.
- Staff must communicate with others in a professional manner, and not use aggressive or inappropriate language appreciating that others may have different opinions. Staff will only communicate with pupils and parents/carers using official School systems.
- Approved staff with administrative rights to upload images that Marketing are aware of are permitted to use their own device to take and/or publish images of others, but must delete them from their device immediately after uploading them. Staff will not use their personal equipment to record these images, unless permission has been granted to do so.
- Where these images are published (e.g. on the School website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- Staff must only use chat and social networking sites in School in accordance with the School's policies. (Staff should refer to the separate **Harpur Trust Social Media Policy**).
- Staff must not engage in any on-line activity that may compromise their professional responsibilities.

## Encouraged Best Practice for Bedford Modern School Use

**Academic and collaborative uses in the classroom for the purpose of teaching and learning.** The School recognises that social media has the potential to support and advance learning opportunities and encourages its use in this way.

Where existing supported learning technologies offer equivalent functionality e.g. *Tumblr*, consideration will be given to the most effective medium.

The School also supports teaching and learning based classroom collaboration and acknowledges that social media can provide opportunities to support this work if used appropriately, sensibly and responsibly.

## The use of personal devices in School

- The user takes full responsibility for his or her device and keeps it with himself/herself at all times or locked away. Whilst the School provides secure lockable lockers for pupils, the School is not responsible for the security

(including loss, damage or theft) of any device that is not defined as the property of the School.

School insurance cover will therefore not be applicable or valid. The School would therefore encourage all pupils, staff, volunteers, governors and visitors/guests to extend their home insurance policy under the personal possessions section or alternatively cover electronic devices by a separate policy. Insurance is, of course, a personal decision, but if pupils, staff, volunteers, governors and visitors/guests choose not to insure such items, please be aware that the School's insurance policy does **NOT** cover users' personal possessions.

If a device is stolen from the School grounds the School will investigate the theft. Wilful damage to devices will also be investigated by the School. Reception must be notified immediately of any incidents and these will be logged.

- The user is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at School.
- Bedford Modern School takes no responsibility for supporting pupils, staff, volunteers, governors and visitors/guests own devices; nor has the School a responsibility for conducting annual Portable Appliance Testing (PAT) on personally owned devices. However, basic assistance may be provided to the users by the School's ICT technical support team in establishing an initial connection to the 'BYOD', 'GUEST' or HTO-Access wireless network or the installation of the digital SSL certificate.
- Bedford Modern School reserves the right to inspect a user's personal device if there is reason to believe that they have violated School policies, administrative procedures, School rules or have engaged in other unacceptable behaviour while using their personal device on School grounds.
- Violations of any School policies, administrative procedures or School rules involving a pupil's or staff member's personally owned device may result in the withdrawal of permission to access the School network for individuals or groups at any time and/or may also be subject to disciplinary action.
- It is compulsory that any personal device being used to receive or send School e-mail or access to the internet has virus protection software installed and kept up to date. The installation and updating of the software will be the user's responsibility. Pupils or staff members can however install a completely free of charge copy of Sophos Antivirus onto their device. A redistributable Sophos application can be obtained from the ICT Support/Services Department.
- It is the device owner's responsibility to keep any software and security settings on their own devices up-to-date.
- During lessons, the pupil must comply with the staff member's request to shut down the computer, close the screen or put the device away.
- Devices must be turned off when in a prohibited area and/or at a prohibited time and must only be taken into a controlled assessment and/or examinations if special circumstances apply.
- If in any doubt users should seek clarification and permission from the School's ICT team before attempting to gain access to a system for the first time. Users must follow the written procedures for connecting to the school wireless system.

- The School is not to be held responsible for the content of any 'Apps', updates or other software applications that may be downloaded onto the user's own device whilst using the School's wireless network. This activity is taken at the owner's own risk and is discouraged by the School. The School will have no liability for any consequential loss of data or damage to the owner's device.  
Access to any educational software or applications will be provided to pupils and staff via a secure application portal.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at School.
- Users may not use their devices to record, transmit or post photos or video of a person or persons on site unless directed to do so and under strict supervision. Neither can any images or video recorded at School be transmitted or posted at any time without the express permission of the School.
- Access to the internet through the School's wireless network is in a trial state. Changes may have to be made as we evaluate how it is working and it is important to understand that Bedford Modern School has the right to make any necessary changes to how the wireless access works for the best interest and security of pupils, staff, volunteers, governors, or visitor/guest users.
- For further information, please refer to **Appendix B: BRING YOUR OWN DEVICE (BYOD) Frequently Asked Questions (FAQ'S) sheet**, included on Page 16 of this ICT Acceptable Use Policy (ICT AUP).

## **Acceptance of Policy**

### **Provided by parents/legal guardians and pupils**

I/We as the parents/legal guardians give the following express authorities on behalf of myself/ourselves and (so far as I am entitled to do so) on behalf of my/our child:

- As a pupil and parent I understand that this ICT Acceptable Use Policy (ICT AUP) applies not only to the pupil's work and use of School/Trust ICT equipment in School, but also applies to the use of School/Trust ICT systems and equipment on and off the premises.
- Where own personal devices in School will be used, the pupil will take full responsibility for their device and keep it with them at all times or locked away. Pupils are also fully aware that the School is not responsible for the security (Including loss, damage or theft) of any device that is not defined as the property of the School and if they or the Parent/legal guardians choose not to insure such items separately the School's insurance policy does **NOT** cover any personal possessions.
- As a pupil, I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.
- I also give permission for any activities undertaken by me regarding network/Internet transactions and access to be monitored and logged and kept for an appropriate amount of time.
- I am aware that logs are taken for reasons of security, diagnostic and account/audit purposes and these logs are available only to authorised members of staff and kept for no longer than necessary and in line with current Data Protection guidelines.  
Such records and information are sometimes required - under law - by external agencies and authorities. ICT Services/Support will comply with such requests when and if they are formally submitted.
- I am also aware that in order to protect users further the School will have the capability to decrypt all of my secure web (HTTPS) traffic sessions on all networked computers that I use (via the installation of a digital certificate). Therefore should I choose to connect my personal device to the Schools 'BYOD', 'GUEST' or other authorised wired/wireless networks I am advised to install a digital certificate onto my personal device/s to avoid receiving errors whilst using the Internet.  
Bedford Modern School will however have a 'white list' detailing which websites to decrypt, so data is only decrypted where the safeguarding of users is necessary. For example, even though this technology has the capabilities to decrypt online banking websites, we will leave banking websites from the list of websites that we will decrypt.

**As a pupil and parent I have read and understand the above (together with any linked policies) and agree to use the School/Trust ICT systems (both in and out of School) and my own devices (in School and when carrying out communications related to the School) set out within these guidelines.**

**Both parents and pupils must provide consent and acceptance of the ICT Acceptable Use Policy and Online Safety Policy online/electronically by replying to and viewing the email and attachments that will be sent to parents separately via the School's Post-Modern Online Communication System with the email subject message: *Bedford Modern School ICT Acceptable Use Policy (ICT AUP) and Online Safety Policy.***

**A permanent copy of the email message including policy documents and consent form will be stored, accessible and searchable from within the parent's individual Post-Modern 'mailbox'.**

## Acceptance of Policy

### Provided by staff, volunteers, governors and visitors/guests

- As a member of staff, volunteer, governor and/or visitor/guest I understand that this ICT Acceptable Use Policy (ICT AUP) applies not only to my work and use of School/Trust ICT equipment in School, but also applies to the use of School/Trust ICT systems and equipment on and off the premises.

Where own personal devices in School will be used, the user will take full responsibility for their device and keep it with them at all times or locked away. Users are also fully aware that the School is not responsible for the security (Including loss, damage or theft) of any device that is not defined as the property of the School and if they choose not to insure such items separately the School's insurance policy does **NOT** cover any personal possessions.

- As a member of staff, volunteer, governor and/or visitor/guest, I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.
- I also give permission for any activities undertaken by me regarding network/Internet transactions and access to be monitored and logged and kept for an appropriate amount of time.
- I am aware that logs are taken for reasons of security, diagnostic and account/audit purposes and these logs are available only to authorised members of staff and kept for no longer than necessary and in line with current Data Protection guidelines.  
Such records and information are sometimes required - under law - by external agencies and authorities. ICT Services/Support will comply with such requests when and if they are formally submitted.
- As a member of staff, volunteer, governor and/or guest I am also aware that in order to protect users further the School will have the capability to decrypt all of my secure web (HTTPS) traffic sessions on all networked computers that I use (via the installation of a digital certificate). Therefore should I choose to connect my personal device to the Schools 'BYOD', 'GUEST', HTO-Accessor other authorised wired/wireless network I am advised to install a digital certificate onto my personal device/s to avoid receiving errors whilst using the Internet. Bedford Modern School will however have a 'white list' detailing which websites to decrypt, so data is only decrypted where the safeguarding of users is necessary. For example, even though this technology has the capabilities to decrypt online banking websites, we will leave banking websites from the list of websites that we will decrypt.

**As a member of staff, volunteer, governor and/or visitor/guest I have read and understand the above (together with any linked policies) and agree to use the School/Trust ICT systems (both in and out of School) and my own devices (in School and when carrying out communications related to the School) set out within these guidelines.**

**All staff must provide consent and acceptance of the ICT Acceptable Use Policy and Online Safety Policy online/electronically by replying to and viewing the email and attachments that will be sent to staff separately via the School's Post-Modern Online Communication System with the email subject message:  
*Bedford Modern School ICT Acceptable Use Policy (ICT AUP) and Online Safety Policy.***

**A permanent copy of the email message including policy documents and consent form will be stored, accessible and searchable from within the staff member's individual Post-Modern 'mailbox'.**

# Appendix A:

## Password Security

Passwords are your protection against your personal, private and business information being compromised and used without your consent. Being hacked can lead to your personal details and those of your friends and colleagues being compromised too. The best defence is herd immunity - everyone keeps everyone else secure.

A common tactic of hackers is to attack an easy password and use that access to gain access to other passwords and so on. This can lead to you're a serious breach of your security and leaking data relating to confidential work. It is your duty and responsibility to take reasonable precautions to protect yourself, your colleagues and the school.

- Do you find passwords hard to remember?
- Do you have password containing names and numbers? Fred99, Janice68 etc.
- Does your password or PIN number contain your date or year of birth?
- Do you have simple passwords of one word and a number?
- Do you use a variant of your username as your password?
- Do you re-use passwords between different sites?
- Do you keep emails with passwords in your email Inbox?

These are all common issues that can be addressed using a simple approach

In theory a 4-number PIN has 9999 different combinations. It has been shown that where people use common sequences such as dates, or repeated numbers (2222, 3333, etc.) these combinations can be reduced to 100s or even 10s. This makes them guessable.

If you use the same PIN number or password for multiple systems then your details can be re-used and access can be gained across different systems. If someone gains access to your email and then resets your password by sending a link to your email then they have access to that system as well. In this way your bank, your social media accounts, your personal and work records can all be accessed.

Hackers will routinely try a list of passwords containing many lists of commonly used passwords in multiple languages, including variations like P@55W0Rd or similar. They can try hundreds of thousands of these a minute with automated systems designed to crack passwords. A short password (7 characters or less) can be hacked in a matter of hours even if it is completely random.

Click the link below for a list of the most commonly used passwords.

<http://www.passwordrandom.com/most-popular-passwords>

So what can you do?

Making a better password involves:

- It must be hard to deduce or guess
- It must be easy to remember
- It must be easy to enter (on PC, Tablet, Phone)

What if you could have an easy to remember password that is difficult to guess or predict?

## Better Passwords

A better password is ten or more characters long and contains numbers, upper and lower case characters and punctuation. You might think this would be difficult to remember but it needn't be:

- Purple.Elephant.H2O
- Zero-Emit-Radio
- Turbo-Fruitcake-365
- Animated.bingo.wins

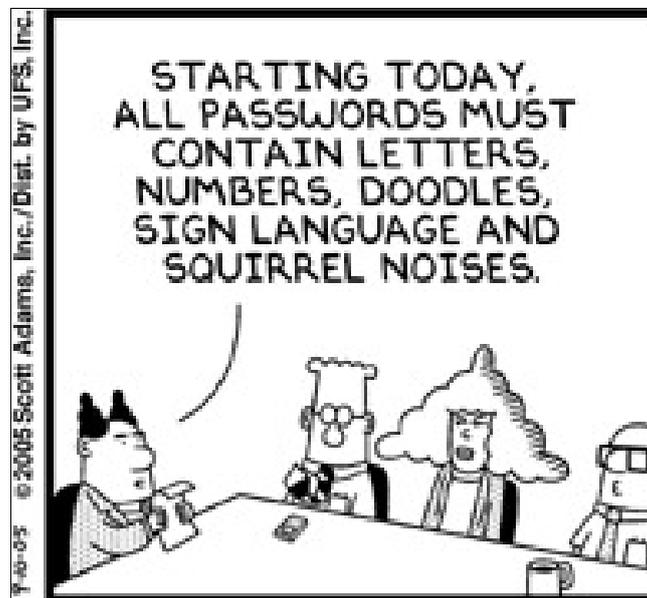
These are examples of good passwords that are extremely hard to guess but relatively easy to remember and easy to type into a mobile device. With three easy to remember words it is possible to come up with a unique address for every location on the planet, as demonstrated here: <http://what3words.com/>

(please do not use your address location for a password as that too would be like using your postcode and is easy to guess for anyone who can look you up).

So using three simple words and a separating character you can easily generate a memorable, easy to use, secure password. You can then have separate passwords for different services you are using so that you don't, for instance, use the same password for the School MIS as you do for Email.

If you have any concerns about network security or would like help changing your password then please feel free to come to IT Support and we will assist.

Many thanks for your help in keeping the School and Trust secure.



## Appendix B:

### BRING YOUR OWN DEVICE (BYOD)

#### Frequently Asked Questions (FAQ'S)

**Q: Is the Bring Your Own Device (BYOD) scheme open to all pupils?**

**A:** The Bring Your Own Device (BYOD) initiative is currently open to all pupils but may be subject to change.

**Q: What personal ICT Devices are permitted for use in School by pupils?**

**A:** Pupils can use either a laptop, tablet device, smart phone, chrome-book or any other compatible device that supports the 802.1x wireless standard.

However, should the device be required to run any specialist academic software to assist pupils with their studies (For example; Adobe Premiere Pro for Film Studies) pupils/parents will be advised of any required computer hardware and software specifications separately.

**Q: What personal ICT Devices are not permitted for use in School?**

**A:** Computer desktop computers are not permitted to be used as part of the BYOD programme. Any device that does not support the 802.1x wireless standard is not compatible for use on the wireless network.

**Q: Can pupils physically plug their devices into the School Network using a network data cable?**

**A:** Pupils should **not** plug their device, directly into the School network using a network cable. Access to the network can only be permitted via the 'BYOD' wireless network.

**Q: How do pupils get permission to use a personal device in School?**

**A:** Both pupils and parents should read and agree to the terms and conditions set out in the Bedford Modern School ICT Acceptable Use Policy (ICT AUP). Parents and pupils should also familiarise themselves and follow the guidance as outlined in the other linked policies.

**Q: Once permission has been provided, how can pupils access the wireless network on their personal device in School?**

**A:** Pupils should connect their device to the 'BYOD' wireless network by using their normal School network username and password.

**Q: Does the School provide any ICT technical support for any issues that arise with the pupil's personal devices?**

**A:** Resources will be provided to help pupils connect their device to the School network. Your child must be familiar with how to use their device. Teachers will incorporate the use of your child's device into learning. However, neither they nor the School will provide technical support.

**Q: Do I have to buy something now?**

**A:** No. Your son/daughter can bring their device anytime up until the time they leave the School. There is no time-limit on when they might want to log into the network.

**Q: Are pupil personal devices insured under the School's insurance policy?**

**A:** No. The pupil takes full responsibility for his or her device and keeps it with himself or herself at all times or locked away. Whilst the School provides secure lockable lockers, the school is not responsible for the security (Including loss, damage or theft) of any device that is not defined as the property of the School.

School insurance cover will therefore not be applicable or valid. The school would therefore encourage all parents to extend their home insurance policy under the personal possessions section or alternatively cover electronic devices by a separate policy.

Insurance is, of course, a personal decision, but if parents choose not to insure such items please be aware that the school's insurance policy does NOT cover pupils' personal possessions.

If a device is stolen from the school grounds the school will investigate the theft. Wilful damage to devices will also be investigated by the school. Reception must be notified immediately of any incidents and these will be logged.

**Q: How can pupils charge their ICT devices at school?**

**A:** Devices should be charged at home. All electrical devices used in school need to be Portable Appliance Tested (PAT) so, for Health and Safety reasons, personal devices cannot be charged in School.

**Q: Can pupils use their own personal ICT device in class?**

**A:** Devices may only be used in class with the approval of the class teacher.

**Q: Can pupils use their device as a personal Wi-Fi Hotspot or broadcast their own wireless network to allow others to access the internet?**

**A:** Pupils are not permitted to use their device to broadcast their own SSID or use it as a 'Hotspot' so that it can allow others to access the internet by by-passing the School's wireless network whilst in School.

The School will not be responsible for any content accessed by a user using their own devices through non-School controlled wireless systems such as personal 3G and 4G networks, 'Hotspots', Proxy or VPN bypass Systems.

Bedford Modern School cannot permit access to non-filtered services for safety reasons and this includes all wireless services. Any pupil enabling such a network would be committing a gross breach of trust that could result in them no longer being able to use a personal ICT device in School. Additional sanctions for breaching School rules could also apply.

**Q: Why are pupils filtered and monitored on their own device? Shouldn't they be able to see what they want to on their own device?**

**A:** The School is providing pupils with a service, whilst being committed to making sure the network is safe and secure as possible. This is also part of our wider duty of care. Any personal device using the School's wireless network is filtered, monitored and secured according to policy. Please note, the 'BYOD' wireless network is there to help support teaching and learning and not as a recreational tool.

The School will not be responsible for any content accessed by a user using their own devices through non-School controlled wireless systems such as personal 3G and 4G networks, 'Hotspots', Proxy or VPN bypass/avoidance Systems.

**Q: Can pupils still study adequately without a laptop/device?**

**A:** Absolutely. The School has many rooms and areas where pupils can access computers before, during and after the School day. Additionally, if access to devices is required for a particular lesson, teachers will book School devices. Quality learning can also take place without the need for technology. This is an opt-in policy; where pupils feel more comfortable with technology they can use it. However, traditional approaches to learning are still appropriate and, importantly, work.

**Q: Can pupils access any School specific teaching and learning software including their school network data files from their personal device?**

**A:** Pupils can access a range of teaching and learning software including their School Network data files from their personal computer devices via the School's secure software application portal - accessible via <https://remote.bedmod.co.uk>

Pupils can also access their personal network area from:  
<https://mynetworkdrive.bedmod.co.uk>

Any school work set by subject teachers can still be accessed through the School's Virtual Learning Environment – Accessible via <https://bmsvle.bedmod.co.uk>

Pupils can also now login with their normal School network username and password and use Office 365 online – accessible via <https://login.microsoftonline.com/login.srf>

Office 365 offers the following benefits for the pupils:

- Accessible from any computer with an Internet connection and also works across a range of mobile devices.
- Ability to create and store up to 1TB of data files into your OneDrive Data area using the Microsoft online apps for Word, Excel, PowerPoint and OneNote (no software installation necessary).
- Office 365 ProPlus. This is the option to install the full version of Microsoft Office on up to 5 devices (PCs or Apple Mac's); and Office Mobile on up to 5 mobile devices completely free of charge. This option will be available to all current Bedford Modern School pupils whilst they are registered with the School.

Pupils can also install completely free of charge a copy of Sophos Antivirus onto their device - A redistributable Sophos application can be downloaded from the download section on the Pupil Portal.

**Q: Why are pupils advised to download and install an SSL certificate onto their personal devices?**

**A:** Protecting pupils and other users from inappropriate or illegal material is a priority at Bedford Modern School and always will be. Therefore in order to maintain our high standard of filtering and monitoring for users, the School will also have the capability to decrypt all secure web (HTTPS) traffic user sessions on all computers connected to the School's 'BYOD' or 'GUEST' wireless network. Users are therefore advised to install a digital certificate onto their personal device/s to avoid receiving errors whilst using the Internet.

Bedford Modern School will however have a 'white list' detailing which websites to decrypt, so data is only decrypted where the safeguarding of users is necessary. For example, even though this technology has the capabilities to decrypt online banking websites, we will leave banking websites from the list of websites that we will decrypt.

**Technical explanation**

The reason that installation of the certificate is required is that over recent months, changes have been made by Yahoo, Google and other websites in the way it retrieves search results. It now diverts users to their HTTPS site, rather than the HTTP site that it previously used. The effect of this change compromised online safety as this disabled some of the safety features available. Therefore enabling HTTPS inspection (Using a technology called 'Man in the Middle') for users provides for the capability to decrypt the HTTPS session by encrypting transmitted data making it more difficult for snoopers to see personal confidential information. However, this means that any omission of a SSL certificate from the user's device results in the web filtering not being able to check Internet activity for inappropriate material which raises the risk that pupils could access inappropriate materials. Man in the Middle technology will

decrypt traffic from sites on the white list (see above) enabling the usual e-Safety checks to continue safe guarding our users.

**Q: Why are pupils receiving certificate errors when browsing the Internet using their personal device?**

**A:** The likely cause is because pupils have not yet installed the digital SSL certificate onto their personal device.

**Q: How do users download and install/import the digital SSL certificate for use on their personal device?**

**A:** Once you have connected to the 'BYOD' or 'GUEST' wireless network, enter the following URL into your web browser:

<https://download.bedmod.co.uk/cert.crt>

Or scan this QR code with a QR scanner application:



You will then be prompted to import the digital certificate onto your personal device, but each Operating System and web browsers have different methods to import digital certificates.

Instructions for the most common operating system and web browsers are described in the section that follows:

**Importing a digital certificate onto an Apple iOS Device:**

1. Download the digital certificate with the **URL/QR code** and the **Install Profile Dialogue** will appear.
2. Tap **Install**.

If a warning message appears, you can safely ignore it at this time and tap **Install**.

**Importing a digital certificate onto an Android Device:**

If you have a copy of the certificate on your device as an email attachment or file download, some devices allow you to tap the certificate to import it to your device. If you do not please follow the steps outlined below:

1. Download the digital certificate with the **URL/QR code**.
2. Open the digital certificate.  
**The Name the Certificate dialog** will appear
3. Type a descriptive name for the certificate – i.e. *BMS certificate*
4. Tap **OK**.

**Importing a digital certificate on Windows devices with Internet Explorer or Chrome:**

1. Download the digital certificate with the **URL/QR code**.
2. Open **Internet Options**. (search your start menu or go to control panel)
3. Select the **Content** tab.
4. Click **Certificates**.
5. Select **Trusted Root Certification Authorities** tab.
6. Click **Import** and follow the steps in the **Certificate Import Wizard** to import the digital certificate you previously downloaded.

**Importing a digital certificate with Mozilla Firefox (Any OS)**

1. Download the digital certificate with the **URL/QR code**.
2. Select **Options**.
3. Select the **Advanced** tab.
4. Select the **Certificates** tab.
5. Click **View Certificates**.
6. Select the **Authorities** tab.
7. Click **Import**.
8. Browse to select the digital certificate file, then click **Open**.
9. In the **Downloading Certificate** dialog box, select the **Trust this CA to identify web sites** check box.
10. Click **OK**.
11. Restart Firefox.

### **Importing a digital certificate with Mac OS X and Apple Safari**

1. Download the digital certificate with the **URL/QR code**.
2. Double click the digital certificate file to open the **Keychain Access** application.
3. Select the **System** keychain to view the starlord.bedmod.co.uk digital certificate

Right-click the digital certificate named **starlord.bedmod.co.uk** and select **Get Info**.

*A certificate information window should appear.*

4. Expand the **Trust** category.
5. In the **When using this certificate** drop-down list, select **Always Trust**.
6. Close the certificate information window.
7. Type your administrator password to confirm your changes.

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