



SHERBORNE

Acceptable Use Policy

Contents

- Introduction
- Scope
- User identification and authentication
- Personal use of facilities
- Connecting devices to School networks
- Use of services provided by third parties
- Unattended equipment
- Document Sharing
- Unacceptable use
- Penalties for misuse
- Policy Receipt

Introduction

This Acceptable Use Policy is a sub-policy of the Information Security Policy and sets out the responsibilities and required behaviour of users of the Sherborne Schools Group (sherborne School, Sherborne Preparatory School, Sherborne International and the Trading subsidiaries) information systems, networks, and computers.

Scope

All staff and pupils of the Group (staff, students and associates), members of other institutions who have been granted access to use the School facilities together with any others who may have been granted permission to use School information and communication technology facilities are subject to this policy.

User identification and authentication

Each user will be assigned a unique identifier (Username) for his or her individual use. This username may not be used by anyone other than the individual user to whom it has been issued. Each user will be assigned an associated account password which must not be divulged to anyone, including ICT Services staff, for any reason. This password should not be used as the password for any other service. Individual users are expected to remember their password and to change it if there is any suspicion that it may have been compromised.

Each user will also be assigned a unique email address for his or her individual use and some users may also be given authorisation to use one or more generic (role based) email addresses. Users must not use the School email address assigned to anyone else without their explicit permission.

Email addresses are Group owned assets and any use of these email addresses is subject to Sherborne Schools Group policies.

Personal use of facilities

Sherborne Schools Group information and communication facilities, including email addresses and computers, are provided for academic and administrative purposes related to work or study at the Schools. Very occasional personal use is permitted but only so long as:

- it does not interfere with the member of staff's work nor the pupil's study
- it does not contravene any School policies
- it is not excessive in its use of resources

School facilities should not be used for the storage of data unrelated to membership of the School. School facilities should not be used to store copies of personal photographs, music collections or personal emails.

Members of staff should not use a personal (non-School provided) email account to conduct School business and should maintain a separate, personal email account for personal email correspondence.

The Group reserve the right to reclaim any excessive costs incurred for materials (paper, card etc.) that are used for personal use.

All use of School information and communication facilities, including any personal use is subject to School policies.

Connecting personal devices to School networks

In order to reduce risks of malware infection, propagation, and risks of network disruption it is not permitted to connect personally owned equipment to any network socket which has not been provided specifically for the purpose. It is permissible to connect personally owned equipment to the School's wireless networks.

To further reduce risk of data loss, members of staff should not connect any personally owned peripheral device which is capable of storing data (for example, a personally owned USB stick) to any School owned equipment, irrespective of where the equipment is located. Only School owned peripheral devices may be connected to School owned equipment.

Any device connected to a School network must be managed effectively. Devices which are not are liable to physical or logical disconnection from the network without notice.

Use of services provided by third parties

Wherever possible, users should only use services provided or endorsed by the Sherborne Schools Group for conducting Group business. Sherborne Schools Group recognises, however, that there are occasions when it is unable to meet the legitimate requirements of its users and that in these circumstances it may be permissible to use services provided by other third parties.

Unattended equipment

Computers and other equipment used to access School facilities must not be left unattended and unlocked if logged in. Users must ensure that their computers are locked before being left unattended. Care should be taken to ensure that no restricted information is left on display on the computer when it is left unattended.

Particular care should be taken to ensure the physical security of Sherborne Schools Group supplied equipment when in transit.

Document Sharing

As outlined in the Information Handling Policy (ISP013) any document deemed to be labelled as “Confidential”, “Sensitive and Confidential”, or “Secret” MUST ONLY be shared by official methods such as Sherborne Schools Groups’ MS365 platform or the File Share service.

Unacceptable use

In addition to what has already been written above, the following are also considered to be unacceptable uses of School facilities. These restrictions are consistent with the common acceptable use policy (by which the Sherborne Schools Group is bound) and the law.

- Any illegal activity or activity which breaches any School policy
- Any attempt to undermine the security of the Schools’ facilities. (For the avoidance of doubt, this includes undertaking any unauthorised penetration testing or vulnerability scanning of any School systems.)
- Providing access to facilities or information to those who are not entitled to access.
- Any irresponsible or reckless handling of School data
- Any use which brings the Group/School into disrepute.
- Any use of School facilities to bully, harass, intimidate, or otherwise cause alarm or distress to others.
- Sending unsolicited and unauthorised bulk email (spam) which is unrelated to the legitimate business of the School/s.
- Creating, storing, or transmitting any material which infringes copyright.
- Creating, storing, or transmitting defamatory or obscene material. (In the unlikely event that there is a genuine academic need to access obscene material, the School must be made aware of this in advance and prior permission to access must be obtained from the Bursar.)
- Creating, accessing, storing, relaying, or transmitting any material which promotes terrorism or violent extremism, or which seeks to radicalise individuals to such causes. (In the event that there is a genuine academic need to access such material, the School must

be made aware of this in advance and prior permission to access must be obtained from the Bursar.)

- Using software which is only licensed for limited purposes for any other purpose or otherwise breaching software licensing agreements.
- Failing to comply with a request from an authorised person to desist from any activity which has been deemed detrimental to the operation of the School facilities.
- Failing to report any breach, or suspected breach of information security to ICT Services.
- Failing to comply with a request from an authorised person for you to change your password.

Penalties for misuse

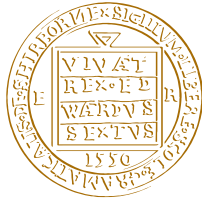
Minor breaches of policy will be dealt with by ICT Services. Heads of Department may be informed of the fact that a breach of policy has taken place.

More serious breaches of policy (or repeated minor breaches) will be dealt with under the Sherborne Schools Groups disciplinary procedures

Where appropriate, breaches of the law will be reported to the police. Where the breach has occurred in a jurisdiction outside the UK, the breach may be reported to the relevant authorities within that jurisdiction.

Date: January 2023
Author: Director of ICT Services
Owner: ICT

Document No: SS_SI_SPS_ISP_005
Version: 006



SHERBORNE



SHERBORNE
INTERNATIONAL

ACCEPTABLE USE POLICY

(COMPUTER and other IT based RESOURCES)

Name: _____

Dept: _____

I confirm that I have received the Sherborne Group Acceptable Use Policy and that I have read, understood, and fully accept the terms contained therein.

Signed: _____

Dated: _____

EMPLOYEE

ONCE SIGNED, PLEASE RETURN THIS PAGE TO

THE HR DEPARTMENT

AS SOON AS POSSIBLE.