



## Acceptable Use Policy



Policy Statement  
**Acceptable Use Policy**

Date of Policy: November 2024  
Date of Next Review: As Required

This Acceptable Use Policy (AUP) for IT Systems is designed to protect Penistone Grammar School, its employees, students and other partners, from harm caused by the misuse (both deliberate and inadvertent) of our IT systems and our data.

A copy of this policy will be provided to all staff and will also be available to access from the school's intranet site (HR > Policies).

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This policy was reviewed in **November 2024** and has been approved for implementation by the Governing Body on the date as signed below.

Dated: \_\_\_\_\_

.....  
**Principal**

Dated: \_\_\_\_\_

.....  
**Chair of the Governing Body**



## 1. Introduction

Everyone who works at Penistone Grammar School is responsible for the security of our IT systems and the data within them. As such, all employees must ensure they adhere to the guidelines in this policy at all times. Should any employee be unclear on the policy or how it impacts upon their role, they should speak to their line manager or a member of the IT Department.

## 2. Definitions

“Users” are everyone who has access to any of Penistone Grammar School’s IT systems. This includes permanent employees and also temporary employees, contractors, agencies, consultants, suppliers, customers and business partners.

“Systems” means all IT equipment that connects to the school’s network or accesses school applications and managed services. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, networked devices, software, electronically-stored data, iPad, third party networking services, telephone handsets, video conferencing systems, managed software, Microsoft 365, CPOMS, Bromcom, and all other similar items commonly understood to be covered by this term.

## 3. Scope

This is a universal policy that applies to all users and all systems. This policy covers use of Penistone Grammar School’s systems, and provides guidance for responsible use of personal systems, such as social media services.

## 4. Description of Service

Penistone Grammar School operates a Managed Network service. As such, all devices and connectivity is administered by the IT Services department; all network and internet access is distributed using registered user accounts and passwords.

Staff are provided with individual laptop devices or are provided with access to desktop PCs. Each device provided to users is encrypted using BitLocker.

Penistone Grammar School provides enterprise Anti-Virus/Malware protection on all devices and network services. The School operates an enterprise grade software and hardware firewall to protect internet access for both students and staff.

Penistone Grammar School makes combined use of Cloud Storage (OneDrive/Sharepoint) and local file storage with 30 days of continuous onsite backup. User’s homedrive file storage is limited for all users. The school uses shared drives for storage of collaborative material.

The school provides each user with a Microsoft 365 account, including 5 personal installations of Microsoft Office. This account provides email, calendar, and cloud storage for each user.

## 5. Monitoring and Filtering

All data that is created and stored on Penistone Grammar School computers is the property of Penistone Grammar School and there is no official provision for individual data privacy, however, wherever possible Penistone Grammar School will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Penistone Grammar School has the right to monitor activity on its systems, including internet and email use, laptop use including home use,



and network use in order to ensure systems security and effective operation, and to protect against misuse.

Where there is reasonable belief that a user's activity may be in breach of published policies and procedures, Penistone Grammar School reserves the right to view all user activity undertaken using PGS IT service/property.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

## 6. Student Data

All staff users are responsible for protecting students and student information in line with the Data Protection Act. Information which identifies students, including Admission Number, Exam Number and UPN/UCN should be treated with the highest sensitivity. Any information that identifies student locations, including subject timetables, must not leave Penistone Grammar School devices with the exception of that submitted electronically upon formal request from an examination board for the purpose of controlled assessment, moderation (or similar).

Individuals must not:

- Transfer student mark books or timetables to any USB device, or personal computing device.
- Transfer student data to any personal/unmanaged device.
- Transfer of data via email to 3<sup>rd</sup> parties must be encrypted with a password before sending.

## 7. Computer Access Control – Individual's Responsibility

Access to the Penistone Grammar School IT system is controlled by the use of user IDs and passwords and access cards. All user IDs and passwords are uniquely assigned to named individuals and consequently, individuals are accountable for all actions on Penistone Grammar School's IT systems.

Individuals must not:

- Allow anyone else to use their user ID and password on any Penistone Grammar School IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Penistone Grammar School's IT systems.
- Leave their password unprotected (for example writing it down).
- Store student data on any non-authorised Penistone Grammar School equipment.
- Give or transfer Penistone Grammar School data or software to any person or organisation outside Penistone Grammar School without the authority of Penistone Grammar School.

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

## 8. Internet and Email Conditions of Use

Use of Penistone Grammar School internet and email is intended for educational use. Personal use is permitted where such use does not affect the individual's performance, is not detrimental to Penistone Grammar School in any way, is not in breach of any term or condition of employment and does not place the individual or Penistone Grammar School in breach of statutory or other legal obligations within the boundaries of this policy.

All individuals are accountable for their actions when using the school's internet and email systems.

Individuals must not:



- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Penistone Grammar School considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the internet that relates to Penistone Grammar School, alter any information about it, or express any opinion about Penistone Grammar School, unless they are specifically authorised to do so.
- Send unprotected sensitive or confidential information, including student data, externally.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Connect Penistone Grammar School devices to the internet using non-standard connections.

## 9. Artificial Intelligence Conditions of Use

The rapid advancement of artificial intelligence (AI) presents both opportunities and challenges for organisations. To ensure the ethical, secure, and effective use of AI tools, this section outlines guidelines for the use of AI within Penistone Grammar School.

### Permitted AI Tools and Usage

- **Copilot:**  
Copilot is the only AI GPT tool that may only be used for tasks involving confidential data analysis. Users must ensure that any data inputted into Copilot is strictly confidential and aligns with Penistone Grammar School's data security policies.
- **ChatGPT:**  
The use of ChatGPT is strictly prohibited due to its incompatibility with the organisation's data sharing policies. Data shared with ChatGPT may be unprotected and further used for GPT training, as per the ChatGPT EULA.
- **Google Gemini:**  
Gemini may only be used when signed into a school Google account. Users must adhere to Google's terms of service and privacy policy when using Gemini.
- **Third-Party AI Tools:**  
The use of third-party AI tools, such as those for student worksheet generation or creative tasks, is permitted only when necessary and in compliance with the Penistone Grammar School's data privacy and security policies. Users must carefully review and edit any AI-generated content to ensure accuracy, relevance, and adherence to ethical guidelines.

### AI Usage Guidelines

- **Data Privacy and Security:**  
Users must prioritize data privacy and security when using AI tools. Sensitive or confidential information should never be shared with AI tools, unless explicitly permitted and secured.
- **Content Quality and Accuracy:**  
Users should carefully review and edit all AI-generated content to ensure accuracy, relevance, and clarity. AI-generated content should not be used without proper attribution and citation.



- Ethical Considerations:  
Users must use AI tools responsibly and ethically.  
AI-generated content should not be used to deceive or mislead others.

Note: This policy is subject to review and updates as AI technologies and regulations evolve.

## 10. Social Media

### 10.1 Personal use of social media

School staff should not invite, accept or engage in communications with parents or children from the school community in any personal social media whilst in employment at Penistone Grammar School.

- Any communication received from children on any personal social media sites must be reported to the designated person for Child Protection (Associate Vice Principal or Head of Pastoral Care).
- Where a member of staff is aware of any potentially inappropriate communications involving any child across any social media, this must immediately be reported as above,
- Members of staff are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts.
- All email communication between staff and members of the school community on school business must be made from an official school email account.
- Staff should not use personal email accounts or mobile phones to make contact with members of the school community on school business, nor should any such contact be accepted, except in circumstances given prior approval by the Principal.
- Staff are advised to avoid posts or comments that refer to specific, individual matters relating to the school and members of its community on any personal social media account.
- Staff are also advised to consider the reputation of the school in any posts or comments related to the school on any social media accounts.
- Staff should not accept any current student of any age or any ex-pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account.

### 10.2 School-sanctioned use of social media

There are many legitimate uses of social media within the curriculum and to support student learning. For example, the school has an official Twitter account (@PenistoneGS), and several A-Level courses require the use of blogs for assessment. There are also many possibilities for using social media to enhance and develop students' learning. When using social media for educational purposes, the following practices must be observed:

- Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that member of staff and should be linked to an official school email account.
- The content of any school-sanctioned social media site should be solely professional and should reflect positively on the school.
- Staff must not publish photographs of students without the written consent of parents/carers, identify by name any children featured in photographs, or allow personally identifying information to be published on school social media accounts
- Care must be taken that any links to external sites from the account are appropriate and safe.
- Any inappropriate comments on or abuse of school-sanctioned social media should immediately be removed and reported to line managers
- Staff must not engage with any direct messaging of students through social media.
- All social media accounts created for educational purposes should include a link in the 'About' or 'Info' page to the school website. This will indicate that the account is officially sanctioned by Penistone Grammar School.



## 11. Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. Where this is the case, the following controls must be applied:

- Working away from the office must be in line with Penistone Grammar School AUP and remote working protocols.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must not be taken out of the UK without prior approval from Line Managers.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.
- In the event of a loss or theft of a managed device, the IT Services team should be notified at earliest convenience to allow for data protection and disabling routines to be performed.

## 12. Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives. This includes transfer of materials to examination boards who now are all required to offer electronic upload methods for transfer.

## 13. Software

Employees must use only software that is authorised by Penistone Grammar School on Penistone Grammar School computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Penistone Grammar School computers must be approved and installed by the Penistone Grammar School IT department.

Penistone Grammar School devices are fully managed for all software installations to ensure that compliance and licensing requirements are strictly followed. Staff members are not permitted to install 3<sup>rd</sup> party software directly.

Individuals must not:

- Store personal files such as music, video, photographs or games on Penistone Grammar School IT equipment.

## 14. Viruses

The IT department has implemented centralised, automated virus detection and virus software updates across Penistone Grammar School. All PCs & laptops have antivirus software installed to detect and remove any virus automatically.

## 15. Telephony (Voice) Equipment Conditions of Use

Use of Penistone Grammar School voice equipment is intended for business/educational use. Individuals must not use Penistone Grammar School's voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications.

Individuals must not:

- Use Penistone Grammar School's voice equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators, unless it is for school business use.



## 16. Actions upon Termination of Contract

All Penistone Grammar School equipment and data, for example laptops and mobile devices including telephones, USB memory devices and CDs/DVDs, must be returned to Penistone Grammar School at termination of contract.

All Penistone Grammar School data or intellectual property developed or gained during the period of employment remains the property of Penistone Grammar School and must not be retained beyond termination or re-used for any other purpose.

## 17. Implementation

This policy must be read in conjunction with:

- Code of Conduct
- Computer Misuse Act 1990
- Data Protection Act 1998

It is the responsibility of every employee to report suspected breaches of policy without delay to your line manager, the IT Services department, or the IT helpdesk.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Penistone Grammar School disciplinary procedures.





