



Wyvern  
Academy  
*Enriching Lives, Inspiring Ambitions*

# Acceptable Use Policy

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<b>Approved by:</b>	Consilium Academies
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## **Introduction**

This Policy defines the rules of acceptable use of the Wyvern Academy Networks and all devices connected to them. This includes all personal devices connected to the Wi-Fi network.

Acceptable Use of Information Systems:

The information systems are made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The School reserves the right to examine or delete any files that may be held on their computer systems, to monitor any Internet sites visited and to scan e-mails for misuse or threats to the integrity of the information systems.

- All Information system use should be appropriate to staff professional activity or pupils' education.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Sites and materials accessed must be appropriate to work in school. Users coming across materials that are inappropriate must report them immediately to the School's ICT Network Manager.
- Users are responsible for e-mails they send and for contacts made that may result in e-mail being received. The same professional levels of language and content should be applied as for letters or other formal media.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Bullying or posting of defamatory messages will not be tolerated.
- Only use your own account. Under no circumstances, allow anyone else to use a computer logged on with your account. You will be held responsible for any activity associated with your account.
- Protect your password. On no account, disclose your password to anybody. If you think that someone may have acquired your password, inform the ICT team immediately.
- Games, other than those explicitly allowed for teaching purposes, are forbidden.
- File storage areas are not to be used for storing non-school related personal data. This includes photographs, audio or video clips.
- Copyright of materials and intellectual property rights must be respected.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Prior to joining any of the Trust networks a disclaimer must be approved by staff which explains in detail this policy.

Any breaches of this policy must be reported to the Headteacher as a matter of urgency. The disciplinary policy may be used when reviewing breaches of this policy.