



## Acceptable Usage Policy

This policy applies to all stakeholders at the British School of Beijing, Shunyi.

Stakeholders:

- Administration
- Leadership
- Teachers
- Auxiliary support staff

### **Application**

This Acceptable Usage Policy covers the security and use of all school information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all British School of Beijing employees, contractors, Students and Parents (hereafter referred to as 'stakeholders').

This policy applies to all information, in whatever form, relating to the British School of Beijing business activities worldwide, and to all information handled by the British School of Beijing relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by the British School of Beijing or on its behalf.

### **Computer Access Control – Individual's Responsibility**

Access to the British School of Beijing IT systems is controlled by User IDs, passwords. All User IDs and passwords are to be uniquely assigned to named stakeholders and consequently, stakeholders are accountable for all actions on the school's IT systems.

### **Stakeholders must not:**

- allow anyone else to use their user ID/token and password on any (British School of Beijing) IT system.
- leave their user accounts logged in at an unattended and unlocked computer.
- use someone else's user ID and password to access (British School of Beijing) IT systems.
- leave their password unprotected (for example writing it down).
- perform any unauthorised changes to The British School of Beijing IT systems or information.
- attempt to access data that they are not authorized to use or access.
- exceed the limits of their authorization or specific business need to interrogate the system or data.
- connect an unauthorised device to the British School of Beijing network or IT systems.
- Store school data on any unauthorised equipment.



- Give or transfer school data or software to any person or organization outside The British School of Beijing without the authorisation of the school.
- Line managers must ensure that stakeholders are given clear direction on the extent and limits of their authority regarding IT systems and data.

### **Internet and email Conditions of Use**

Use of the school's internet and email is intended for business or school use. Personal use is permitted where such use does not affect the individual's performance; is not detrimental to The British School of Beijing in any way; does not breach any terms and conditions of employment and does not place the individual or The British School of Beijing in breach of statutory or other legal obligations. All stakeholders are accountable for their actions on the internet and email systems.

### **Stakeholders 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 the school considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous 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 The British School of Beijing, alter any information about it, or express any opinion about The British School of Beijing, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward libelous mail to personal non-British School of Beijing email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of The British School of Beijing unless authorised to do so.
- Download copyrighted material such as but not limited to music media (MP3) files, film and video files without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect school devices to the internet using non-standard connections.

### **Clear Desk and Clear Screen Policy**

To reduce the risk of unauthorised access or loss of information, The British School of Beijing enforces a clear desk and screen policy as follows:



- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

### **Working Off-site**

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with The British School of Beijing remote working policy.
- Equipment and media taken off-site must not be left unattended in public places or left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- 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.

### **Mobile Storage Devices**

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only the British School of Beijing is authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

### **Software**

Employees and students must use only software that is authorised by The British School of Beijing on school issued Computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on school computers must be approved and installed by the The British School of Beijing IT department.

### **Stakeholders must not:**

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



## **Viruses**

The IT department has implemented centralized, automated virus detection and virus software updates within The British School of Beijing. All PCs have antivirus software installed to detect and remove any virus automatically.

### **Stakeholders must not:**

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by approved (British School of Beijing) anti-virus software and procedures.

## **Telephone Equipment Conditions of Use**

Use of school telephones is intended for school purposes. Stakeholders must not use school 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.

### **Stakeholders must not:**

- Use The British School of Beijing telephones 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 business use.

## **Actions upon Termination of Contract/registration**

All The British School of Beijing equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to The British School of Beijing at termination of contract/registration or withdrawal.

All British School of Beijing data or intellectual property developed or gained during the period of employment/registration remains the property of the school and must not be retained beyond employment/registration or reused for any other purpose.

## **Monitoring and Filtering**

All data that is created and stored on school computers is the property of The British School of Beijing and there is no official provision for individual data privacy, however wherever possible the 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. The British School of Beijing has the



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right (under certain conditions) to monitor activity on its systems, including internet and email use; to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes.

It is your responsibility to report suspected breaches of security policy without delay to the appropriate person, the IT department, the information security 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 The British School of Beijing disciplinary procedures.

This policy must be read and agreed by the employee/students/parents. By signing the Laptop Load Agreement, you are agreeing to abide by all conditions of usage set out above.