

Acceptable Use Policy for ICT

Purpose

The Acceptable Use Policy for ICT at **Potterhouse School** aims at ensuring responsible, ethical, and secure use of ICT resources, promoting a productive and safe digital environment for all users, in line with the School's Child Protection Policy.

Scope

The Acceptable Use Policy for ICT applies to all students, teachers, staff, parents, and any other individuals granted access to ICT resources at **Potterhouse School**.

User Responsibilities

All users, as outlined in the above scope, have a personal responsibility in the following:

1. Respect for Others

Users are expected to treat others with respect and consideration in all digital communications (email, social media etc.). Cyber bullying, harassment, or any form of harmful Netiquette behavior is NOT acceptable.

2. Data Security

Users have the personal responsibility to take appropriate measures to protect sensitive information and respect the privacy of others. Unauthorized access to, or sharing of, confidential information is strictly prohibited. The school has active General Data Protection Regulations for the management of personal data. It is the personal responsibility for all users to ensure that passwords for their school email accounts are changed regularly to enhance data privacy.

3. Resource Management

Users are responsible for the proper use and care of ICT resources provided by the school. Any malfunction, misuse or damage on such resources must be reported promptly to Potterhouse ICT Center. The policy has a provision for BYOD (Bring Your Own Device). However, for students to bring devices, parents must have received an official communication from the school, granting such permissions. It is the sole responsibility of the students to take care of their personal digital devices, while at school. The school is NOT liable for any loss or damage on such devices.

4. Learning Management System (LMS), Email and Internet Use

Users must adhere to the safe and responsible LMS, email and internet usage. Accessing inappropriate or offensive content using the school internet is **strictly** prohibited. Upon leaving the school, users are given a **maximum of 1 month** to back up their personal files from the school's email accounts and the LMS accounts. After this, these accounts are deleted permanently. The school is NOT liable for any inconveniences caused by such deletions.

5. Intellectual Property

Users **must** respect copyrights and intellectual property laws of Potterhouse School when using digital resources.

6. Software and Hardware

Installation of unauthorized software or tampering with hardware is **not** permitted on the school's digital resources.

7. Consequences of Violations


Violations of this policy may result in disciplinary action, including but not limited to, temporary or permanent loss of ICT privileges, loss of ICT privileges that may lead to academic consequences, and legal action if applicable.

8. Acknowledgment

By using ICT resources at Potterhouse School, users acknowledge that they have agreed to comply with this policy.

9. Contact Information

For suspicions of possible violations, clarifications or concerns regarding this policy, please contact the ICT Center.

Approved by: Mrs. Florence Wanyoike, Executive Director 

Date Approved: 13th January 2017

Revised by: Mrs. Leanne Wohoro, Head of School

Date Revised: 10th November 2023 