



BELVEDERE INTERNATIONAL SCHOOL

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# INTERNET ACCEPTABLE USE POLICY

2024-2025

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## Introduction

The purpose of this document is to ensure that all users (staff, students and temporary staff) of Belvedere International School computers and network are aware of Belvedere International School policies relating to their use. Effective and proper use of information technology is fundamental to the successful and efficient running of Belvedere International School. However, misuse of information technology - in particular misuse of e-mail and access to the Internet - exposes both Belvedere International School and all users to liability and is a drain on time and money. It is critical that all users read and understand this document and make themselves aware of the risks and exposure involved.

It is the responsibility of all users of Belvedere International School computing facilities to be aware of and follow all Belvedere International School policies and guidelines and to seek advice in case of doubt.

This policy may be updated or supplemented by specific standards or procedures to reflect further developments in technology or legislation or other relevant changes.

Belvedere International School encourages the use of computers, shared drive and network for the mutual benefit of Belvedere International School and its staff. Similarly, the regulations that constitute this policy seek to provide for the mutual protection of Belvedere International School and the rights of its staff.

Consequences arising from the breach of school policies and guidelines, by Staff, shall be supported by the SLT led disciplinary procedure.

## Computing Facilities

Access to computing facilities is managed by our ICT technician (known here as ICT Support). Use of any of Belvedere International School's computing facilities is at the discretion of Belvedere International School.

## Definition

The phrase 'Computing Facilities' as used in this policy shall be interpreted as including any computer hardware or software owned or operated by Belvedere International School and any allocation of time, memory, disk space or other measure of space on any of Belvedere International School's hardware, software or shared networks.

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## Ownership

Computing facilities owned by Belvedere International School and software and/or data developed or created (for whatever reason) on that equipment remains in all respects the property of Belvedere International School, including all materials that are stored on the school's shared drive.

## Laptops

Laptops are a critical asset to Belvedere International School and must be managed carefully to maintain security, data integrity and efficiency. Therefore, users must not attempt to install non-standard software on computers managed by the school. Non-standard software shall be interpreted as any software that does not comply with this policy.

## School Provided Equipment

If your Laptop is lost or stolen the school must be notified as soon as possible. Any theft occurring away from Belvedere International School site must be reported to the Police by the user responsible, who must obtain a Police Crime Reference Number.

## Personal Equipment and Devices

It is recognised that staff and students may have their own devices which they wish to use within school and for school work. Ownership and subsequent use within school however is not a right to access the network without fulfilling specific criteria, which protects the School's network and the individual's equipment.

## Software

Non-standard or unauthorised software can cause problems with the stability of school computing hardware and it is necessary to contact ICT Support before attempting to procure such software. Only software properly purchased and/or approved by ICT Support may be used on School hardware.

In order to comply with copyright laws ICT Support must be notified when such additional or new software is installed.

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## Data security

Under no circumstances should any user; disclose personal or other confidential information held on computer to unauthorised persons.

It is school policy for users to store data on a network drive where it is regularly backed up. Sensitive personal data must not be stored on a memory stick or unencrypted device.

## Camera and Recording Devices

Generally photographs for school use and those that appear in the press are a source of pleasure and pride. They enhance self-esteem for children and young people and their families and this practice should continue within safe practice guidelines.

## Parental Consent

Consent is requested from parents is sent out when a student joins the school, as an opt-out. Additionally, this is updated yearly by an opt-out form sent home with the school newsletter.

## Virus protection

If you suspect that a virus has infected a computer then stop using the computer and contact ICT Support immediately.

## Network access

Passwords protect Belvedere International School systems from access by unauthorised people: they protect your work and the school's information. Therefore never give your network login id or password to anyone else. Passwords should be six or more characters long and include at least one numeric or non-alphabetic special character.

## Further general guidance

Belvedere International School users must ensure prior approval from the ICT Network Manager to:

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- publish pages on external world wide web sites containing information relating to BIS.
- be used for external business interests or personal gain

### **Electronic mail**

#### **Use and responsibility**

Belvedere International School's electronic mail (E-Mail) system is provided for the school's business purposes.

The e-mail system must be used judiciously in the same manner as other school resources such as telephones and photocopying.

#### **Content**

E-Mail messages must be treated like any other formal written communication. E-Mail messages cannot be considered to be private, secure or temporary. E-Mail can be copied and forwarded to numerous recipients quickly and easily and you should assume that they could be read by anyone.

Improper statements in an E-Mail can give rise to personal liability and liability for Belvedere International School and can constitute a serious disciplinary matter. E-Mail that embarrass misrepresent or convey an unjust or unfavourable impression of Belvedere International School or its business affairs, staff, suppliers, customers or competitors are not permitted.

Do not create or send E-Mail messages that are defamatory. Defamatory E-Mail whether internal or external can constitute a published libel and are actionable. Never send confidential or sensitive information via E-Mail. E-Mail messages, however confidential or damaging, may have to be disclosed in court proceedings.

#### **Non-School provided email**

BIS provided an email account for all staff and students. Staff must not use a non-school provided account to contact pupils or parents or to conduct school business.



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## Internet usage

Documents must not be published on the web which are defamatory, or which may constitute intimidating, hostile or offensive material on the basis of sex, race, colour, religion, national origin, sexual orientation or disability.

Material must not be accessed from the web which would be objectionable on the above grounds under the sovereign law of the countries in which the networks transporting the material are sited or which would violate the Acceptable Use Policies of those networks.

If there is any doubt over a specific case escalate through the departmental Line Manager. Once information is published on the worldwide web anyone from anywhere in the world can access it. It is therefore critical that material of a proprietary or sensitive nature should not be published on unsecured public web sites.

When specific circumstances of abuse warrant it, individual web sessions will be investigated and linked to the relevant user account. Such an investigation may result in action via Belvedere International School's Disciplinary Procedure and possibly criminal investigation.

Copyrights and licensing conditions must be observed when downloading software and files from the web sites of authorised software suppliers. Files so protected must never be transmitted or redistributed to third parties without the express permission of the copyright owner. Any files or software found on Belvedere International computing facilities which breach copyright rules will be removed and appropriate action taken against the user who has installed the material on the network.

## Private use, legislation and disciplinary procedures

### Private use

Computing facilities are provided for Belvedere International School's business purposes and responsible personal use is allowed provided there is no conflict with the interests or requirements of Belvedere International School. Belvedere International School does not accept liability for any personal loss or damage incurred through using the School computing facilities for private use.

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### 5.4 Disciplinary and related action

Belvedere International School wishes to promote the highest standards in relation to good practice and security in the use of information technology. Consequently it expects and supports the integrity of its staff. In exceptional circumstances, where there are reasonable grounds to suspect that an employee has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

### Examples of behaviours which require the use of the Belvedere International School disciplinary policy

#### GROSS MISCONDUCT Examples.

- Criminal Acts
- Visiting pornographic sites
- Harassment – inappropriate e-mails or printed e-mails sent to a colleague, even if sent as a joke. Harassment can take a number of forms and is defined as unwanted conduct that affects the dignity of people within the workplace.
- Obscene racist jokes or remarks which have been shared internally and externally – reflects on the image of employer and brings the organisation into disrepute.
- Downloading and installation of unlicensed products.
- Viewing sexually explicit materials

#### MISCONDUCT Examples.

- Frivolous use of School computing facilities that risk bringing Belvedere International School into disrepute.
- Entering into contracts via the Internet that misrepresent Belvedere International School. Contracts are legally binding agreements and an employee must not enter into any agreements via the Internet to procure goods or services where Belvedere International School is liable for this contract.
- Deliberate introduction of viruses to systems.
- Deliberate and intentional use of security / proxy bypass utilities

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This list is not exhaustive.

*I agree to abide by the above guidelines as a member of staff at Belvedere International School.*

***Signed:***

***Date:***

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