



Foldr Policy

Our Vision

Bells Farm Primary School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, Bells Farm Primary School aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

Introduction

Foldr forms part of our Virtual Learning Environment (VLE). Foldr is integrated to our school network allowing external access to network drives.

Purpose of this Foldr Policy

The purpose of this policy is to specify user responsibilities and to promote the appropriate use of Foldr for the protection of all members of the school community. The Foldr Policy applies both within and out the school premises.

Your Responsibilities

Please note that by making use of Foldr (and associated systems) you are indicating your agreement with and acceptance of all the conditions within this policy.

Bells Farm IT systems may be used by authorised members for any legal activity and must agree to:

1. Not to use Foldr for anything else other than for the purposes of teaching, learning and research.
2. Not use Foldr for personal commercial use, for example marketing.
3. Not use Foldr for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene, offensive, illegal, personal, sensitive or confidential.
4. Not breach the copyright of the school or any third party by copying from Foldr without authorisation. Copyright of the course materials and content Foldr are owned



or controlled by the school unless otherwise stated. Any copies of third party materials will be clearly labelled with warnings about any copyright restrictions.

5. Any attempt to access the accounts of others or to circumvent the security measures in place on the IT systems is in contravention of this policy, as is any use of a program designed for the purposes of hacking.

6. No user is permitted to download or install any software on the system without the prior authorisation of the ICT Operations Manager.

Your Responsibilities and Data Protection (GDPR)

Users of the Bells Farm Foldr must agree to:

- Look after their own username and password. Do not share your password with anyone else and do not use the username and password of other users.
- To immediately change their password if they suspect it to be compromised.
- Keep physical access to the Bells Farm Foldr secure. For example, do not login to the Foldr and then leave your computer unattended.
- Not attempt to gain unauthorised access to any part of the Foldr.
- To report any discovery or suspicion of use of the Foldr that contravenes any of the conditions of use in this document, whoever it might be perpetrated by or involve, including attempted or actual unauthorized access
- Not post material which contains viruses or other programs which may disrupt the school's systems.
- Not upload private, confidential or sensitive material unless this is authorised by school management.
- Keep their own data up-to-date and secure.
- Understand that Bells Farm will not take responsibility for any loss of information, which has been posted on the Foldr, once users cease to be formally associated with the school.

Access Limitations



Some network folders are hidden and cannot be accessed using Foldr. If you need access to such files, please check whilst in school and save the required files / folders on an encrypted disk.

Enforcement

Certain activities will be regarded very seriously by the school and are subject to severe penalties for users, including suspension of use of the Foldr. For staff such activities will be treated as gross misconduct under the Disciplinary and Capability Policy and for students will be regarded as misconduct in the Academic Regulations.

These activities include deliberate interruption to the use of the Foldr; gaining or attempting to gain unauthorised access to any part of the Foldr or information stored therein; unauthorised disclosure of personal data; willful or reckless infringement of any intellectual property rights of the school or third parties; and the viewing, transmitting or storing any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.

Disclaimer

Please note that Bells Farm reserves the right to remove, vary or amend any of the content which appears on Foldr at any time and without prior notice. Please also note that Foldr may contain links to other websites outside the school's control and that the school is not responsible for the content, suitability or accessibility of these sites.

The Governors of Bells Farm reserve the right to amend this policy at any time. Such changes will become effective upon posting of the updated policy.

Date of review June 2018

Next review July 2019