

# **Aspire Achieve Advance**

## **ICT Acceptable Use Policy (AUP)**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, appropriate sanctions may be imposed. Use of the school's equipment for inappropriate reasons is unauthorised.

### **School's Strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

#### **General**

- Internet provision will be through an authorised Kuwaiti internet service provider (ISP) which adheres to the content filtering regulations of Kuwait.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils and teachers will be made aware of the importance of internet safety.
- Uploading and downloading of software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of USB flash drives or disc based media in school requires a teacher's permission.
- Pupils will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.
- The school takes all inappropriate use, including Cyber-Bullying, seriously and will act with due regard to the school's Anti-Bullying Policy and Behaviour Management Policy.

#### **World Wide Web**

- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information including their name, location or contact details.
- Pupils will not upload any photographs or videos to the internet unless instructed to do so by a teacher.
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **School and/or Personal Email**

- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own, or other people's, personal details, such as addresses or telephone numbers or pictures.
- Pupils will not attempt to access the login details of another pupil. Accessing someone else's computer, phone, or school account without that person's permission is illegal.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will not open 'unknown' emails as these can endanger the school's PCs with malware.

## **Internet Chat**

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat is forbidden.

## **Social Networking**

- Pupils will not access social media sites such as but not limited to, Bebo, Hi5, Instagram, Facebook

## **P2P**

- Pupils will not install P2P clients on the school computers.
- Pupils will not download files from P2P file sharing networks

## **Reporting**

- If one of your friends or an older person tells you about a site they want you to see, think carefully. If someone sends you a link, don't open it unless you are sure it is safe. If you are unsure, inform a teacher.
- If you are aware of any inappropriate site which may not be blocked by Kuwait's or the school's filtering system please inform a teacher.
- If you are contacted by a stranger via the internet, please inform your teacher.
- If you see something online that upsets you, you should make sure that the evidence is shown to a responsible adult so that they can stop it from happening again.
- If you see something inappropriate on a website you should turn off the screen and tell a member of staff (they can then check why the site has not been blocked by the school's firewall). The school uses fortigate 100E)
- If you receive an email that worries or upsets you, do not delete it but show an adult who can take a screenshot in order to investigate further.

## **Sanctions**

Misuse of the internet will be taken seriously by the school and may result in disciplinary action, including written warnings, and, in extreme cases, internal or external suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy must be read in conjunction with the following supporting policy:

### [Safeguarding Policy](#)

Reviewed: Oct 2025  
To be reviewed: Annually by 30 September  
Responsibility: ICT teacher with Head of Humanities/ ICT