

## All Saints Catholic High School Data Protection and GDPR Acceptable Use Policy – Students

The use of data has an important role in the running of the school and it underpins the teaching and learning process. At All Saints Catholic High School we acknowledge that using data has great benefits and that it is important to balance those benefits with an awareness of the potential risks of using, sharing and transferring the data. The school is committed to safeguarding and the well-being of our students and staff.

We expect that the students at All Saints will;

- take responsibility for ensuring their passwords to access the network services including email are at least 7 characters in length and follow the guidance in the school handbook for internet security (*guidance under review*)
- take responsibility for their own conduct in the responsible use of data in school, this includes not sharing sensitive data with other untrusted parties
- ensure that personal, sensitive data is not visible to other students e.g. displayed on shared computers
- understand that they are responsible to report a data breach to the Data Protection Officer (DPO) Mr J Prosser, immediately
- ensure that students who use personal devices to store data have secure passwords and have adopted a practice that means third parties cannot access this data e.g. shared devices at home
- understand memory sticks which are used on the school network must not contain personal data
- contact the DPO if they want a request for personal data (Subject Access Requests) or to make changes to their preferences e.g. right to remove images or release methods for cashless catering and the print system
- ensure that they do not take and store images of other students taken on their personal devices or uploaded to the network drives or social media feeds

You can view the full GDPR policy and privacy notices on the school website

