

### Annexe B - Schools use of OS Digital Data

The OS Licence permits your school to reproduce and use OS LandLine data for educational and teaching purposes. This includes:

- Use as a resource in any classroom learning activities for pupils of the school that take place on the school premises
- Use during a school field trip
- Use by teachers and pupils after normal school hours for learning activities
- Planning activities for learning and teaching undertaken by teachers and technical support staff at the school

The Licence allows your school to use the OS data in the following ways:

- In a computer mapping system, licensed to the school, retained on the school premises where facilities may include plotting, processing, manipulating and transmission of the data
- Stored in school computer systems and networks
- Copied electronically within the school
- Printed out and freely photocopied to provide resource materials, display results of pupils work, for homework purposes, project materials and other educational use
- Included in a school web site to a maximum of 10 bitmap images. The total size permitted must not exceed 200 sq. cms (approximately one screen)

This Licence does NOT allow the following activities:

- Publication in any book, magazine or other item for onward sale
- Use as a location map in a school brochure or prospectus
- Use for fund raising activities
- Use for managing the school estate. (Except for the specific application of the Safer Routes to School Initiative or for school grounds improvements e.g. School Grounds Week, where pupils are directly involved as part of a learning activity)

It is the responsibility of the school to ensure that OS material is not copied or used in any way that is contrary to the conditions of the Licence.

## Security

The data must be kept secure for teaching and educational use at your school and therefore may not be:

- Loaded by teachers or other staff on to their own personal computers at home
- Loaded onto personal lap top computers except where these are being used as a teaching tool in class
- Distributed directly to pupils on electronic media for use outside the school premises, including email, intranet, extranet, disk or in any other way
- Distributed to parents, guardians, governors, or other staff, individuals or organisations connected with the school who are not directly involved in using it for teaching or educational use at the school
- Passed to another school for any reason whatsoever.
- Used for any teaching on the school premises that is not for the benefit of the pupils of the school e.g. adult education classes
- Stored insecurely so that unlicensed electronic or other copying becomes possible.

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## More Information

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