



Excellence together with Christ at the Centre

Staff ICT Acceptable Use Policy

September 2023

The School has responsibility for safeguarding children and it is important that all staff take all possible and necessary measures to protect the confidentiality, integrity and availability of data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

All members of staff have a responsibility to use the School's computer systems and equipment in a professional, lawful, and ethical manner.

To ensure that members of staff are fully aware and understand their professional responsibilities when using Information Communication Technology (ICT) and the School's systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the School's ethos, other appropriate policies and the Law.

- I understand that ICT and Information Systems include networks, data and data storage, online, offline communication technologies, and access devices. Examples include mobile phones, tablets, USB storage devices, digital cameras, webcam, email and social media sites.
- School owned information systems and those used for the benefit of the School must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that members of staff and only for educational purposes can only use any hardware and software provided by and within the workplace for staff use.
- I acknowledge responsibility for access to hardware in my possession, will keep such hardware in a secure environment to prevent inappropriate access, damage, loss or theft, and will not share the hardware/software with anyone that is not related to the School and who should not have access.
- In order to prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

- I, knowingly or unknowingly, will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the System Administrator.
- I will respect copyright and intellectual property rights.
- It is my responsibility to ensure that School owned ICT equipment and software purchased should be recorded in the School's inventory maintained by the System Administrator.
- I will respect system security and I will not disclose any password or security information unless required by the System Administrator. I will memorise my passwords and if they are written down, they will be kept in a secure manner. I will ensure that any password is not obvious or guessable and their complexity should reflect the value and sensitivity of the systems and data.
- I will ensure that remote access to information and personal data shall only be provided through an encrypted link and I will use a strong password that is renewed at least termly.
- I will not attempt to bypass any filtering and/or security systems put in place by the School.
- If I suspect a computer, or any other hardware, or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, I will report this to the System Administrator as soon as possible.
- I will ensure that any personal data of pupils, staff, governors, parents/carers or any other party associated with the School is kept in accordance with the Data Protection Act 2018. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely.
- I will not take any data, which has been encrypted outside of the UK, as I am aware that different countries have their own regulations regarding encryption, which could result in imprisonment or confiscation of the hardware.
- I will only use the school's equipment to take photos or videos of pupils and will not use my personal equipment to record photos or videos of pupils' i.e. laptops, digital cameras, personal mobile or iPad.
- Any images or videos of pupils will only be used if written consent has been obtained from a child's parent or carer prior to use.
- Any images or videos of staff or governors will only be used if prior consent has been obtained.
- USB and other portable electronic storage devices are not to be used on school computers – all information must be stored on the school's secure systems including Microsoft Teams, CPOM's and RM.
- I will ensure that all professional documents, which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices, such as laptops, digital cameras, mobile phones, will be secured and encrypted. I confirm that any data which is being removed from the School site (such as via email, will be secured/encrypted by a method approved by the School.

- Before I move any ICT equipment from its normal location, I will gain permission from the ICT Co-ordinator or IT technician.
- I will not give out sensitive information unless the recipient is authorised to receive it. I will ensure that through security measures, the recipient is the bona fide person.
- It is my responsibility to ensure that I do not leave sensitive or personal data on printers, computer monitors or desk.
- I will ensure that sensitive data, both paper and electronic, is disposed of in a proper manner (e.g. paper copies are shredded).
- Where possible, I will use Microsoft Teams to upload any work documents and files in a password protected environment. I will protect the devices in my care from unapproved access or theft.
- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to content they access or create.
- I will report all incidents of concern regarding children's online safety to the designated safeguarding lead or deputy as soon as possible.
- I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the 'e-Safety Co-ordinator' or the 'System Administrator' for filtering as soon as possible.
- I will only use the School's approved email address
- I will not send personal data by insecure means such as open email and will use secure methods as directed by the School and the local authority. I will also securely delete personal data that is no longer required from any hardware under my control.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number or Microsoft Teams. Any pre-existing relationships, which may compromise this, will be discussed and resolved with the head teacher.
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, blogs, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the School's policies and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the School, or the local authority, into disrepute.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the 'e-Safety Co-ordinator' or the Head Teacher.
- I understand that my use of information systems, internet, email etc. may be monitored and recorded to ensure policy compliance.
- I will not store any personal information on the School's computer systems that is unrelated to school activities (e.g. personal photographs, files or financial information).

- I understand that I must not use the School's internet for personal financial gain, gambling, political purposes, advertising, forwarding chain letters or accessing inappropriate materials.
- I will not click on links in unsolicited emails and I will not turn off any email security put in place by the System Administrator.
- I will report any spam or phishing emails to the System Administrator that are not blocked or filtered.
- I will report any damage to or theft of school ICT equipment to the System Administrator at the earliest opportunity.
- All broken or obsolete ICT equipment will be passed to the System Administrator or ICT Coordinator for proper disposal.
- Before I leave the School's employment, I will ensure that all hardware/software loaned to me is returned in a fit state and am responsible for reimbursing the School of any loss/damage of ICT equipment within my control.

Note 1: Personal data

This is defined as any data which can be used to identify a living person e.g. this will include names, birthday date, addresses, telephone numbers, fax numbers, email addresses etc. It applies only to that data which is held, or intended to be held, on computers (equipment operating automatically in response to instructions given for that purpose) or held in a relevant filing system. This includes paper-filing systems.

Note 2: Information

This covers any information, including electronic capture and storage, manual paper records, video and audio recordings and any images, however created.

Note 3: School Issues

The School adheres to the requirements of the Data Protection Act 2018 ensuring appropriate security to protect personal information against unlawful or unauthorised use or disclosure and accidental loss, damage or destruction.

The School may exercise its right to monitor the use of information systems, including internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy.

The School also reserves the right to examine or delete any files that may be held on the School's ICT equipment.

Where the School believes unauthorised and/or inappropriate use of an information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure.

If the School suspects that a system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

Note 4: Current designated Officers:

System Administrator:

- The School's ICT Managed Service Provider - Turn it On

Designated Safeguarding Lead (DSL):

- Louise Nottage

Curriculum ICT Co-ordinator and e-Safety Co-ordinator:

- Darnell Joseph

Head Teacher

- Louise Nottage

September 2023

Update September 2024

All staff to sign appendix 1 below

Appendix 1



Excellence together with Christ at the Centre

Staff ICT Acceptable Use Policy Agreement Form

I have read, understood and agree to comply with the Staff ICT Acceptable Use Policy.

I understand that it is my responsibility to ensure that I remain up to date with the School's ICT policy.

I understand that if any of the hardware/software under my control is lost or stolen which contains unencrypted/unsecure data, I may be liable to prosecution under the Data Protection Act 2018.

I understand that before I leave the School's employment, I will ensure that all hardware/software loaned to me is returned in a fit state and am responsible for reimbursing the School of any loss/damage of ICT equipment within my control.

I understand that this document will be kept on record until my employment in the school ends.

I wish to be able to use the School's ICT resources and systems.

Employee:

Signed: _____

Print Name: Date:
(PLEASE PRINT)

Job Title:

Head Teacher Acceptance:

I approve the employee to be set-up using the School's ICT resources and systems in the manner prescribed within the Acceptance Use Policy.

Signed:

Print Name: ...LOUISE NOTTAGE Date:05.09.23.....
(PLEASE PRINT)

