

# **ICT - Acceptable Use Policy (staff)**

## **Smith's Wood Academy**

### **Part of Fairfax Multi-Academy Trust**

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<b>Ratified By:</b>	<b>Katy Craig, Head of Academy</b>
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Please read this agreement carefully. Only once it has been accepted will access to the computer be permitted.

Failure to follow these rules may result in disciplinary action. Where appropriate, police may be involved or other legal action taken.

## 1. Equipment

- Always get permission before installing, attempting to install or storing programs of any type.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and IEB.
- Always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses. All removable media must be encrypted using Bitlocker drive encryption software.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect computers from spillages by eating or drinking well away from the ICT equipment.
- Do not attempt to connect devices either purchased personally or for the Academy by yourself – doing so may hamper and/or impede the performance and security of the network for you and other users.
- Do not use personally owned digital cameras or camera phones for taking and transferring images of pupils or staff without permission and do not store images at home.
- Any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school if a reasonable amount of personal use outside of school hours becomes "significant personal use" as defined by HM Revenue & Customs.

## 2. Security and Privacy

- All users are to be aware that the monitoring of activity for the purpose of the e-safety requirements is in place. This is to meet the legal duty to safeguard users at all times. This includes the ability to detect cyber bullying, users looking at harmful material online and signs that a user is vulnerable or at risk
- Do not allow unauthorised individuals to access E-Mail / Internet / network, or other school / LA systems.
- Ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Staff will review files that you store and communications you send, to ensure that you are using the system responsibly. All internet usage / and network usage is monitored and that monitoring data could be made available to your manager on request.
- Ensure any confidential data that you wish to transport from one location to another is protected by encryption and that you follow school data security protocols when using any such data at any location.
- The GDPR policy requires that any information seen by you with regard to staff or pupil information, held within the Academy's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that you are required by law to disclose such information to an appropriate authority.

## 3. Internet

- You should access the Internet and Computers only for educational activities.
- Only access suitable material. Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of others. This includes abiding by copyright laws.

- Chat activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons chat rooms should not be used.
- The 'streaming' and viewing of bandwidth intensive services (Music/TV/Movie/Sporting events) outside of educational resources or those requested with prior arrangement with the SLT/IT Manager should not be undertaken as the impacts on the bandwidth (Internet speed) for other users in the Academy and the LA as a whole

#### **4. Email**

- Only use the approved school E-Mail, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a senior member of staff. The sending or receiving of an email containing content likely to be unsuitable is strictly forbidden.

#### **5. General**

- You must understand that there is a difference between your professional and private roles.
- You will not engage in any online activity that may compromise your professional responsibilities or bring the Academy into disrepute.
- You will ensure that any private social networking sites / blogs etc. that you create or actively contribute to are not confused with your professional role.

*I have read and understand the above and agree to use the computer facilities within these guidelines. I understand that failure to comply with this agreement could lead to disciplinary action.*

*I understand that I will be issued with an E-Mail account; be connected to the extranet and internet and be able to use the school's ICT resources and systems.*

*I agree to abide by all the points in this acceptable use policy.*

*I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent E-Safety policies.*

Signature ..... Date .....

Full Name ..... (printed)

Job title .....School: Smith's Wood Academy

**Authorised Signature (Head / Deputy Head Teacher / Senior Teacher responsible for ESafety)**

I approve this user to be set-up.

Signature ..... Date.....

Full Name ..... (printed)