

# Acceptable Use of ICT and Information Systems

## Low Ash Primary School



<b>Approved by:</b>	The Governing Body	<b>Date</b> 12.10.22
<b>Last reviewed on:</b>	20.10.21	
<b>Next review due by:</b>	Autumn Term 2023	

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## **Rationale for Policy**

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use ICT and the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using ICT and the school 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 ethos, other appropriate policies and the Law.

## **What is Online Reputation?**

Your online reputation is the perception, estimation and opinion that is formed when you are encountered online. This could be when someone visits your social networking profile, but could also be when anyone reads a comment you posted on another profile. It could also be when someone sees your online photo albums or an image with you in it, indeed any instance or reference of you that either you posted or someone else did - what your digital footprint says about you.

Your online reputation will be formed through:

- Posts by you
- Posts by others but about you or linked to you
- Posts by others pretending to be you

## **Agreement**

I understand that the term 'Information Systems and ICT' includes networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, digital cameras, email and social media sites.

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 (see also social media policy), 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 Acceptable Use Policy (AUP) and the Law.

I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces

I will report all incidents of concern regarding children's online safety to the Designated Named Person (Janina Grimshaw, Beth Medhurst, Fiona Meer, Dan Hurst, Louise Robinson or Tom Nowakowski) and the Online Safety Officer (Tom Handley) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Online Safety Officer.

I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware I will report it using the ICT fault logging system and inform the ICT Co-ordinator.

## **Use of School Equipment (including passwords)**

School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 (as amended) makes attempting to gain access to other users' data and user accounts without permission a criminal offence.

I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and for educational use and appropriate personal use in their own time, outside of the school day. To prevent

unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my device as appropriate.

I will respect system security and I will not disclose any password or security information. It is strongly advised by Low Ash Primary School that I use a 'strong and secure' password that contains a combination of numbers, letters and symbols amounting to 8 or more characters in total

I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager apart from the machine allocated to myself.

I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.

I will not keep 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, memory sticks), unless they are secured and encrypted. I will protect the devices in my care from unapproved access or theft and ensure that they are running a suitable antivirus solution to protect infiltrating the school system.

If I have lost any school related documents or files, then I will report this to the ICT Support Provider/Co-ordinator as soon as possible using the ICT Fault Logging System.

When using any device owned by the school I will ensure that due care and attention is taken to protect it from damage, such as keeping equipment at a safe distance away from potentially damaging items such as liquids/other products. I will also ensure that care is taken when using and storing devices, both when in use and when not, for example, keeping items off the floor, or having cables in such a position that they could be a trip hazard. When transporting school equipment I understand that devices must not be left unattended e.g. in a car overnight.

If any loss or damage to school equipment does occur, either inside or outside the workplace I will report it as soon as possible to the ICT/Computing co-ordinator. Replacement of equipment if damaged when not on school premises may require individuals to assist with excess payments.

### **Communication with parents / carers and pupils**

I will only communicate with parents/ carers using only the following official school systems:

- School Ping
- Purple Mash
- Google Classroom
- School Website

If I was to use an alternative online communication platform- not listed above- I must first seek permission from a member of the school Senior Leadership Team.

I will not engage in any online activity that may compromise my professional responsibilities (**see also social media policy**)

### **Use of School Email**

If another email address has been used to sign up to school related websites this must be changed to the school email address.

My use of School provided email will be related only to work purposes. I will not store any personal information on the school email system that is unrelated to school activities, such as personal photographs, files or financial information.

I will communicate with others in a professional manner. I will not use aggressive or inappropriate language.

When sending personal information regarding pupils, staff or others, I will always encrypt the email with the recognised school password.

When referring to an individual pupil, I will abbreviate his/her name through the use of initials.

Low Ash Primary School strongly advises against the use of my school email to communicate with Parents.

If this is essential, I should not send an email to a parent without ensuring that I have copied a member of the school's Senior Leadership Team into each email (through the use of the CC or BCC bar)

### **Use of Work Internet**

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. Nor will I facilitate anything which could bring my professional role, the school, or the local authority, into disrepute.

I will promote Online Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Online Safety Leader or the Co-Headteachers.

### **Use of Personal Devices to Access School Email**

When accessing school email, I will ensure that my device is password protected, and will supervise any other user accessing my device.

I will also ensure that I do not use 'auto-complete' forms for accessing the school email system on any machine to prevent unauthorised access.

### **Use of Personal Devices to Access School Internet**

I understand that any device that I own and bring into school to access the internet via the school network (wired or wireless) is therefore subject to the same guidelines of use as a school device, and I accept that any internet use will be subject to both filtering and monitoring.

### **Use of Personal Devices to take Photographs or Videos**

I understand that personal devices such as phones, cameras, tablets etc should not be used to take photographs or videos of children either in school or on any school activity.

I understand that each Key Stage has been issued with at least one 'staff iPad' which can be used for the taking of Photographs and/or videos, among other things.

I understand that the 'staff iPad' should not be taken off site, unless for specific purposes and authorised by a member of the school leadership team i.e. school trip.

If I use a personal device to take photographs or videos of children, these should be removed from my device, stored in a secure and safe place on the school network and finally deleted from my device **within 24 hours**.

### **Clearing Storage Media**

I will always ensure that once I have finished using a data recording device (such as camera, video camera or Easi-Speak microphone) that I remove the content from this device and copy it to a safe designated place on the school network. I will not copy any data from any school device to a personal device as I understand that this will be a breach of our online safety and Data Protection Policies. I also understand that if I fail to copy the data it will not be available from the device the next time I use it.

### **Maternity/Extended Leave**

I understand that if I am away from school for any extended period of time I may have to return any school equipment to school so that it can be regularly maintained and inventoried at school, and is available for use by other members of staff as required.

### **Ownership of School Devices**

I understand that the ownership of any device provided for my use for school is retained by school, not myself, even if I am allowed to take them home for work purposes. I also understand that any device is subject to being recalled at any time for maintenance and re-distribution if required.

### **Appropriate Desktop Images**

I will ensure that any images displayed on my school devices are suitable for the viewing of all members of the school community and should not display images of family and/or social life.

### **Use of Memory Sticks**

I understand that external storage devices are for short term data storage only and that they do not have infinite lifespans. They are therefore unsuitable for the safe retention of any school related data. I also understand that any

school data to be stored on external storage devices should be kept solely on encrypted devices, to conform with our school Online Safety and Data Protection Policies.

Any important work/data should be stored in a safe designated place on the school network, and I realise that any data lost from external storage will **not** be backed up by the school system.

I will also ensure that any external storage devices are removed from the laptop when left unattended or before transportation, either around the school, or from school to another location.

**Use of Correct User Accounts**

I will always use my own login account when accessing the school network. I will ensure any progress or attainment data relating to staff or pupils is saved in the relevant areas of the school’s network so it cannot be accessed by others using a different user name.

**Turning Off/Charging Equipment**

I will ensure that all devices used by myself or pupils in my care will be safely shut down at the end of the day and returned to the approved secure location and set to charge where necessary.

**Online Assemblies**

When using my school device to host/participate in an Online Assembly (including but not limited to ‘whole school assembly’ or ‘celebration assembly’), I will ensure that I observe correct professional etiquette at all times.

I understand that school may choose to record some online assemblies for use on social media platforms and/or to store safely and securely on the school network.

I should not use my staff google account to host online meetings/gatherings outside of the school setting. I understand that to do so would be to violate the AUP and the Online Safety Policy.

**Use of Home Learning Platforms**

When communicating with pupils on Purple Mash and/or Google Classroom, I will follow the guidelines set out in the **Online Safety Policy**.

When choosing to deliver a live lesson (through Google Classroom), I understand that I must strictly follow the guidelines set out in the **‘Google Classroom Live Lesson Agreement’**.

I understand that any pupils who have not signed the above agreement cannot be allowed to participate in any live lesson in the future i.e. during the event of a COVID-19 lockdown.

Signed ..... Chair of Governors

**I understand that should I not comply with any part of this policy, my action could lead to disciplinary action up to and including dismissal and/or removal of access from the School's electronic communication system.**

Signed.....

Staff / Volunteer name.....

Date.....